V. INFORMATION, APPLICATION FORMS AND INSTRUCTIONS FOR PUBLIC FACILITIES PROJECTS

V. INFORMATION, APPLICATION FORMS, AND INSTRUCTIONS FOR PUBLIC FACILITIES PROJECTS

These application forms are brief. The information requested is needed to rate and/or rank your application. Lengthy applications that include supplemental data are specifically discouraged. The checklist on page 105 identifies all the required items needed for public facilities applications.

All rural parishes (regardless of fire insurance rating) and all communities that currently have a fire insurance rating of 10 who plan to submit an application requesting funds for a water system addressing fire protection will be required to attend a pre-application conference with staff from the Office of Community Development and PIAL. Those applicants who fall in one of these categories must contact Ms. Dotty Tapscott at 225-342-7412 by October 3, 2005 to schedule a pre-application conference.

If you have any questions concerning forms or instructions, please call the Office of Community Development at (225) 342-7412. Louisiana Relay Service is available for hearing impaired persons by using the following numbers: Information: 1-888-699-6869, TTY Users: 1-800-846-5277, Voice Users: 1-800-947-5277.

Size of Grants

The State has established the following funding ceilings for public facilities grants:

$800,000 – Sewer Treatment
$600,000 – New Sewer Collection
$500,000 –Sewer System Rehabilitation
$800,000 – Potable Water
$500,000 – Water for Fire Protection
$500,000 – Streets

Within the ceiling amounts, the applicant is allowed to request funds for the reimbursement of pre-agreement costs (application preparation fees), administrative costs, and engineering/architectural fees. A maximum of $3,700 is allowed for public facilities applications. Of this amount, a maximum of $1,500 will be allowed for engineering/architectural services. A maximum of $2,200 will be allowed for administrative consulting fees. Of the $2,200 allowed for administrative consulting fees, $1,400 will be allowed for the preparation of all non-engineering application forms and the overall packaging of the application; and $800 will be allowed for surveying costs (if a survey is required) if the administrative consultant conducts or pays for a survey. The administrative consultant and the engineer/architect are required to make a minimum of one on-site visit in order to request pre-agreement costs. No pre-agreement costs for surveying will be reimbursed when census data only is utilized. In order to be eligible for the pre-agreement costs, the following requirements must be met:

1. The application must be funded under the FY 2006-2007 LCDBG Program years,
2. The LCDBG procurement procedures must have been followed in the procurement of engineering and/or administrative consulting firms,
3. The application preparation tasks and corresponding costs must be identified in a written contract between the firms and the local governing body, and
4. The application must be complete and accurate as determined by the Office of Community Development.

Only those local governing bodies that receive grant awards will be eligible for pre-agreement costs. The State has the option of reducing the reimbursable amount requested for pre-agreement costs. The component of the application that is deemed inadequate will be a determining factor in the amount of the reduction.

Eligible Activities

The following are examples of eligible activities under the SEWER improvements category. The eligible activities have been divided into three subcategories.

- New sewer system. A new sewer system will consist of providing improvements for an unsewered area. The improvements may include new sewer lines, manholes, lift stations, force mains, house connections, and may include the construction of a new sewage treatment plant or the expansion of an existing treatment plant made necessary by the additional sewage from the unsewered area.
- Sewer System Rehabilitation. This activity will include line replacement, pipe bursting, lining, manhole replacement/rehabilitation, and lift station replacement/rehabilitation.
- Sewer Treatment. This activity will include the rehabilitation and/or expansion of existing treatment facilities and/or construction of new treatment facilities to serve an existing collection system.

Each sewer application will fall into one of the three subcategories for the purpose of ranking. If the construction cost for new sewer system improvements is equal to or greater than 70% of the total construction cost, the application will be assigned to the "New Sewer System" subcategory. If the construction cost for new sewer system improvements is less than 70% of the total construction cost or no new sewer system improvements are proposed, the application will be assigned to either the "Sewer System Rehabilitation" subcategory or the "Sewer Treatment" subcategory. If the construction cost of the sewer system rehabilitation is equal to or greater than the treatment plant improvements, the application will be assigned to the "Sewer System Rehabilitation" subcategory; otherwise it will be assigned to the "Sewer Treatment" subcategory.

The following are examples of eligible activities under the POTABLE WATER improvements category:

- Water wells
- Disinfection equipment/facilities
- Elevated and/or ground storage tanks, pump stations, etc.
- New water lines and/or water line replacement
- New treatment facilities or improvements to existing treatment facilities

If an application requests funds for a water well that would dually provide additional potable water and additional water for fire-fighting purposes, a primary need must be identified so that the application will be considered as a single-purpose application.

If your proposed project includes providing **sewer or water** service to an area that does not currently have sewer or water service, then you should note the following items:

- LCDBG funds, local funds or other state or federal funds must be used to pay for connection lines to **residential** structures that are occupied by low and moderate income persons. Both rental and owner occupied units are eligible for this assistance if the residence is occupied by low and moderate income persons. The applicant is responsible for determining and maintaining documentation regarding the income status of the occupants.
- While LCDBG funds cannot be used to construct the service connection lines for the higher income residences, the applicant may require those residents to connect to the system at their own expense.
- The applicant must adopt and **enforce** a procedure that will ensure that all residences (regardless of income) will be connected to the utility system. This is necessary to meet the project impact certification whereby the engineer states that the proposed project will remedy the existing violation of a state or federal standard. **Also, persons in households that are not connected to the system cannot be considered as beneficiaries of the project.**
- LCDBG funds cannot be used to pay the costs associated with the connection of non-residential structures.
- Some communities/parishes charge hook-up fees. A hook-up fee is a one-time access charge that the homeowner must pay for the privilege of connecting to the utility system. This fee is generally a fixed amount that is not related to the actual construction cost of the service connection line. The federal regulations governing the use of LCDBG funds to pay the hook-up fee for the homeowner are very restrictive. If the community/parish plans to require this fee directly from the recipients of a utility system funded in whole or in part with LCDBG funds, a determination must be made by this office that such a fee would not have an adverse effect on the low/moderate income persons involved. Due to the complex federal regulations governing this matter, we are requiring that all applicants who propose to collect a hook-up fee (whether from LCDBG funds or directly from the homeowners) schedule a meeting with staff in the Office

of Community Development to discuss such fees; this meeting must be held **prior** to the submittal of the application.

The following are examples of eligible activities under the WATER FOR FIRE PROTECTION improvements category:

- Elevated and/or ground storage tanks, pump stations, etc.
- New water lines and/or water line replacement and installation of fire hydrants
- Construction of fire stations/garages, additions to existing fire stations/garages

If an application requests funds for a water well that would dually provide additional potable water and additional water for fire-fighting purposes, a primary need must be identified so that the application will be considered as a single-purpose application.

If water system improvements for fire protection purposes are proposed, please remember that a comprehensive approach must be taken for the target area/service area. All factors related to the remedy of the fire protection problems will be assessed.

The following stipulations apply when using LCDBG funds to construct a fire garage to house fire trucks:

- The size of the garage will be based upon the number of operational fire trucks available to be housed there upon completion of the garage. LCDBG funds cannot be used to construct vacant garage space for future use.
- The maximum size allowed for each bay is 20'X 50'. If you feel this size is insufficient, you must request approval from the Office of Community Development for an increase. Be prepared to justify your request for a larger space. Those requests will be considered on a case-by-case basis.
- LCDBG funds cannot be used to construct kitchens, training rooms, etc. in the garages for volunteer fire departments. LCDBG funds can be used to construct one restroom in each garage. The restroom may include a lavatory, small water heater, and toilet.
- LCDBG funds can be used to install a heating system in the garage, but cannot be used to install a cooling system.

The reference material beginning on page 199 from PIAL will provide you with guidance in the design of your project.

Any water or sewer project that is funded must completely remedy existing conditions that violate a state or federal standard established to protect health and safety.

According to federal regulations, the general rule is that any expense associated with repairing, operating, or maintaining public facilities and services is not eligible.

The following are examples of eligible activities under the STREETS category:

- Reconstruction of previously paved streets. Reconstruction requires reworking the base course by a generally accepted construction method such as removal and replacement, in-place cement stabilization, etc. A wearing course will then be placed on the prepared base. The wearing course may be portland cement concrete, asphaltic concrete, or 3-course asphalt surface treatment (three alternate applications of asphalt and aggregate).

- Rehabilitation of previously paved streets. Rehabilitation of streets consists of addressing surface deficiencies and base failures followed by the construction of a wearing course. The correction of existing deficiencies may be corrected by pavement patching, crack sealing, cold planing, etc. Patching shall be deep enough to strengthen the base. Asphalt surface treatment is **not** allowed for the rehabilitation of previously paved streets.

- New Construction (paving of aggregate surfaced streets or other unpaved streets). The engineer will determine the extent and type of base course that is needed as well as the type of wearing course. The wearing course may be portland cement concrete, asphaltic concrete, or 3-course asphalt surface treatment (three alternate applications of asphalt and aggregate).

Existing paved streets must be in either fair or poor condition as defined by the "Sufficiency Rating Data Guide for LCDBG Street Projects" found in the instructions for the Project Impact Certification Form shown on page 151.

According to federal regulations, the general rule is that any expense associated with repairing, operating, or maintaining public facilities and services is not eligible. Therefore, the cleaning of ditches, and the repair and/or filling of potholes alone are NOT eligible under the LCDBG program. Miscellaneous items that are eligible on street projects include, but are not limited to, curb and gutter sections, crack relief layers, leveling courses, pavement widening, reshaping ditches, side drains, cross drains, and adjustments to manholes and water valves.

Each street project applicant is limited to two target areas. All streets within the target area that meet the criteria for improvement under the program must be improved. **The total beneficiaries reported (if funded) will be all residents residing in the target area(s). However, for rating purposes for cost effectiveness points assignment only, beneficiaries for street projects will be those residents whose EMS/911 address is identified as being on one of the streets designated for construction. The number of persons benefiting used in the calculation will be determined by applying the average number of persons per family based on census data and/or the survey for the target area, and applied to the number of residences whose EMS/911 address is identified as being on one of the streets designated for construction.** In delineating the target areas, please remember that the boundaries must be coincident with visually recognized boundaries such as streets, streams, canals, etc. Property lines cannot be used unless they are also coincident with visually recognized boundaries. Gerrymandering will not be accepted.

Each target area must have a minimum of fifty-one percent low and moderate income persons benefiting, be a minimum of seventy-five percent residential, and not more than fifty percent exempt.

State roads are not eligible for improvement with LCDBG funds.

CHECKLIST FOR PUBLIC FACILITIES APPLICATIONS

This checklist should not be included in the submitted application. This checklist is only provided for your information and use during the preparation of your application. All forms listed on this page are required for public facilities applications.

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LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT (LCDBG) PUBLIC FACILITIES PROGRAM General Description Form	1. Applicant Name
2. Type of Application – <u>Circle One of the Following</u>: New Sewer Sewer Rehab Sewer Treatment Potable Water Water for Fire Protection Streets	3. Address
4. Name of City Clerk or Parish Secretary	5. Applicant's Email Address
6. Name and Phone Number of Administrative Consultant Preparing Application	7. Name and Phone Number of Engineering/Architectural Firm Preparing Application
8. Administrative Consultant Email Address	9. Engineering/Architectural Firm Email Address
10. Applicant's Fax Number	11. Parish
12. National Objective Addressed: [ ] Slum/Blight [ ] Low/Moderate Income	13. Total Amount of LCDBG Funds Requested $

14. Funds	Amount	Source of Funds	Fund Status	State Use Only
LCDBG	$			
Local Funds	$			
Private Funds	$			
Other State	$			
Federal Funds	$			
Other Funds	$			
TOTAL COST	$			

15. Signature (Chief Elected Official)	16. Date
17. Typed Name/Title	18. Telephone Number

INSTRUCTIONS

General Description Form

Item 1: Type of Application – Circle the type of project being applied for.

Item 2: Enter applicant name (municipality or parish).

Item 3: Enter mailing address of applicant (P.O. box or street address, name of city, and zip code plus four digits). (Note: For the four digit number, please contact your local post office).

Item 4: Enter the name of the City Clerk or Parish Secretary.

Item 5: Enter an Email address for the applicant. If the applicant does not have an Email address, enter "Not Applicable".

Item 6: Enter the name and phone number of the Administrative Consultant preparing the application. If the Consultant is self-employed, enter the individual's name; otherwise, enter the name of the firm.

Item 7: Enter the name and phone number of the engineering/architectural **firm** preparing the application. Enter the name of the firm, not the name of an individual.

Item 8: Enter an Email address for the Administrative Consultant preparing the application. If the Administrative Consultant does not have an Email address, enter "Not Applicable".

Item 9: Enter an Email address for the Engineer/Architect preparing the application. If the Engineer/Architect does not have an Email address, enter "Not Applicable".

Item 10: Enter applicant's FAX number. If the applicant does not have a FAX number, enter "Not Applicable".

Item 11: Enter the Parish in which the applicant is located.

Item 12: Identify the national objective addressed by the proposed activity by placing an "x" in the [ ]. Mark only one national objective for the application.

Principal benefit to low/moderate income persons is an objective that will be addressed by an activity whose beneficiaries will be at least fifty-one percent low/moderate income.

In order to claim that the proposed activity meets the objective of elimination or prevention of slums and blight, the following must be included. An area must be delineated by the applicant that:

(l) Meets the definition of slums and blight as defined in Act 570 of the 1970 Parish Redevelopment Act, Section Q-8 (See Appendix 2 of the FY 2006 Action Plan), and

(2) Contains a substantial number of deteriorating or dilapidated buildings or improvements throughout the area delineated.

The applicant must describe in the application the area boundaries (map), the conditions (number of deteriorated or dilapidated buildings or improvements) of the area at the time of its designation, and how the proposed activity will eliminate the conditions that qualify the area as slum and blight. Attach a narrative containing the above specifics as well as a map identifying the slum/blight area. If the slum/blight area is different from the target area, include a separate map.

Item 13: Enter the total amount of LCDBG funds being requested.

Item 14: Identify all funds that will be used for completion of the project. Include funds requested through this application and any other funding sources to be utilized. List amount of funds in each category and specific source of these funds. For example, "Local Funds" are any funds included in total project costs contributed by the unit of local government submitting the application. "Private Funds" are those from sources other than governmental entities such as private businesses, banks, etc. Any funds received through other state programs that are used for this specific project would be listed under “Other State Funds.” Any federal funds, such as EPA, USDA Rural Development, etc., should be listed under "Federal Funds." Any other funds not previously identified to be used for the project should be listed under "Other" and the source specified. For each funding source, indicate the status of the funds, i.e., application being prepared, application submitted, preliminary approval, final approval.

Item 15: The chief elected official must sign on line 15.

Item 16: Enter the date the application was signed by the chief elected official.

Item 17: Type or print the name and title of the chief elected official signing the application.

Item 18: Enter the applicant’s telephone number.

LCDBG PROGRAM
SUPPLEMENTAL INFORMATION APPLICANT NAME ________________________

1. Identify the name and telephone number of the State Senator(s) representing your jurisdiction. Also identify the district number for each.

Name	Senate District #
________________________________	____________
________________________________	____________
________________________________	____________

2. Identify the name and telephone number of the State Representative(s) representing your jurisdiction. Also identify the district number for each.

Name	Representative District #
________________________________	____________
________________________________	____________
________________________________	____________
________________________________	____________
________________________________	____________

3. Identify the U.S. Congressman representing your jurisdiction and congressional district number.

Name	Congressional District #
________________________________	____________
________________________________	____________
________________________________	____________

4. Target Area Zip Code + Four digits: __ __ __ __ __ - __ __ __ __

5. Indicate an “x” as to whether the proposed project will involve a community-wide project or a target area(s). If a target area is involved, enter the name(s) of the target area(s). Also, list the census tract(s), block group(s), and logical record number(s) for each area.

	Census Tract / Block Group / Log. Rec. #
community-wide []	______________________________
target area(s) []	
name of target area ____________________	______________________________
name of target area ____________________	______________________________
name of target area ____________________	______________________________
name of target area ____________________	______________________________

6. Applicant’s fiscal year end date ______________

INSTRUCTIONS

<u>Supplemental Information</u>

Item 1: Enter the name, telephone number, and district number of each State Senator representing the local governing body for community-wide projects. If the project involves a target area(s), enter the names of only those State Senators representing the target area(s).

Item 2: Enter the name, telephone number, and district number of each State Representative representing the local governing body for community-wide projects. If the project involves a target area(s), enter the names of only those State Representatives representing the target area(s).

Item 3: Enter the name and district number of each Congressman representing the local governing body.

Item 4: Enter the zip code + four digits for the project target area. (Note: If you are unsure of your + four digits of your zip code, please contact your local post office.) Please refer to the following scenarios which best describe the location of your project area.

- The zip code + four digits of the city/town/village hall should be used for applicants whose project is community-wide.

- For a project with multiple target areas, the zip code + four digits of the target area where the majority of the construction funds will be spent must be used.

Note: If you have any questions or need assistance, please call Carol Newton at (225) 342-7412.

Item 5: Please indicate by placing an "x" in the appropriate box whether the proposed project is a community-wide project or one that serves a target area(s). Some projects may involve both a community-wide activity and a target area. If target areas are involved, please provide the name(s) of the target area(s). If the target area(s) does not have a name(s), please provide a brief geographical description of the area such as "western portion of the city". In order for the project to be considered a "community-wide" project, 35% of the construction funds must be spent on a "community-wide" activity, such as improvements to the sewer treatment plant or replacement of a sewer force main. If less than 35% of the construction funds are being spent on a "community-wide" activity, then the project will be considered a target area project for rating purposes.

Also, indicate beside each area its census tract number(s), block group numbers(s), and logical record number(s).

Item 6: Enter the applicant's fiscal year end date.

LCDBG PROGRAM
BUDGET/COST SUMMARY FORM APPLICANT NAME:

I. Costs by Activity (Read Instructions Before Completing)

Activity (A)	LCDBG (B)	Other (C)	Total (D)	Source of Other Funds[1] (E)
1.				
2.				
3.				
4.				
5. Administration				
TOTAL				

II. Line Item Budget – LCDBG Funds Only		**For State Use Only**
1. Acquisition of Real Property	$	$
2. Public Works, Facilities, Site Improvements, Engineering Costs	$	$
3. Rehabilitation Loans and Grants (PF Hook-ups)	$	$
4. Administration (Total)	$	$
a. Pre-agreement Costs (engineering/consulting)	$	$
b. Public Facilities	$	$
5. Other	$	$
6. Other	$	$
7. TOTAL	$	$

[1] If other funds are being injected in a public facilities project, refer to the "Certification of Other Funds" form on page 153 and the corresponding instructions.

INSTRUCTIONS

Budget/Cost Summary

Enter Name of Applicant.

SECTION I. COSTS BY ACTIVITY

Column A: List each activity on a separate line. Administration (including pre-agreement costs) is shown separately on line 5.

Columns B, C, D, & E: For each activity, complete the cost columns. Indicate all LCDBG money you are requesting in Column B. Lump together all other funds you will use to accomplish the activity and show these costs in Column C. Add together LCDBG (B) and Other (C) and record the result in Column D. In Column E, identify the sources of the funds listed in Column C.

Be sure to include all costs related to an activity in the cost columns. For example, if you intend to construct a new sewer treatment plant, you must include the engineering costs, construction costs, inspection costs, etc.

If other funds are being injected into a public facilities project, please refer to the "Certification of Other Funds" form on page 153 and the corresponding instructions.

SECTION II: LINE ITEM BUDGET

Include LCDBG costs only in this budget. In this section, the costs shown in the LCDBG column of Costs by Activity in Section I. should be broken down by the type of cost. In the sewer example used previously, the acquisition cost of property, appraisal cost, and any legal fees relating to the acquisition of property would appear in Section II, Line 1. The construction costs, and engineering fees would appear in Section II, Line 2. Any costs associated with the construction of hookups or work done on private property would appear in Section II, Line 3.

NOTE: If the applicant is requesting reimbursement for pre-agreement costs for engineering/architectural and/or administrative consulting services, those funds must be identified on line 4a. In addition, the amount of funds requested for overall program administration must be identified on line 4b. The amount of funds requested for pre-agreement costs and overall program administration must be identified separately. The total amount of pre-agreement and overall program administration funds should be identified on line 4.

LCDBG PROGRAM TIME SCHEDULE APPLICANT NAME:

ACTIVITIES	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Quarter 8	Quarter 9	Quarter 10	Quarter 11	Quarter 12
Activity #1 Milestones a. b. c. d. e.												
Activity #2 Milestones a. b. c. d. e.												
Activity #3 Milestones a. b. c. d. e.												
Activity #4 Milestones a. b. c. d. e.												

INSTRUCTIONS

Program Schedule

The LCDBG program may have a duration period up to three years (twelve quarters). On this schedule, for each major activity, indicate when completion of major project milestones is expected. For example, milestones could be acquisition of easements, engineering, bid advertisement/award, construction, acceptance of work, and release of liens.

Consider the activities and decide what major tasks must be accomplished to complete them. List these tasks as milestones under **each** activity. Then indicate by lines on the twelve quarter schedule showing when these tasks will occur. **For each activity also estimate projected expenditures by dollar amount for each quarter. The expenditures should reflect all funds (LCDBG and other) being used to complete the activity. Distinguish between the funds by source and amount.**

If more space is needed, attach additional sheets.

When completing this form, identify **each** activity as it corresponds to the line item budget (Section II. of the Budget/Cost Summary Form). For example, the completion of a sewer project could involve the activities of acquisition (II. 1. on the line item budget), sewer construction (II. 2 on the line item budget), pre-agreement and administration (II. 4a and/or 4b. on the line item budget).

Note: **Although pre-agreement costs will have been incurred prior to the award of a grant, identify those costs as administrative costs incurred in the first quarter.**

LCDBG Public Facility Improvements --- Activity Beneficiary Form

☐ **Community-Wide** ☐ **Target Area___** ☐ **Combined** *Applicant:*

List name of each activity excluding Admin & Acquisition:	1)		2)		3)	
	#	**%**	**#**	**%**	**#**	**%**
Families (total):						
Elderly Head of Family:						
Female Head of Family:						
Handicapped Head of Family:						
Persons (total):						
Total Mod/Low/ExLow Income:						
Moderate Income:						
Owner (*for Rehab activity only,i.e. hookups*):						
Renter *(for Rehab activity only,i.e. hookups):*						
Low Income:						
Owner (*for Rehab activity only,i.e. hookups*):						
Renter *(for Rehab activity only,i.e. hookups):*						
Extremely Low Income:						
Owner (*for Rehab activity only,i.e. hookups*):						
Renter *(for Rehab activity only,i.e. hookups):*						
Elderly:						
Handicapped:						
Race and Ethnicity	**Race Total #**	**Of Total #, Indicate # Hispanic***	**Race Total #**	**Of Total #, Indicate # Hispanic***	**Race Total #**	**Of Total #, Indicate # Hispanic***
American Indian or Alaskan Native:						
Asian:						
Black or African American:						
Native Hawaiian or Other Pacific Islander:						
White:						
Am. Indian or Alaskan Native *and* White:						
Asian *and* White:						
Black or African American *and* White:						
Am. Indian or Alaskan Native *and* Black:						
Other Multi-racial:						

* Hispanic or Latino

INSTRUCTIONS

Activity Beneficiary Form

This form must be completed for all proposed activities. Each activity must be listed separately. For example, sewer projects involving hook-ups must identify the beneficiaries of sewer, rehabilitation loans and grants, (hook-ups), etc. by each separate activity. Attach additional forms if needed.

If there is more than one target area, then the low and moderate income information must be determined for each target area independently of the others. An *Activity Beneficiary* form for each target area and an additional form with combined totals from the target areas must be submitted. Each target area must benefit at least fifty-one percent low to moderate income persons.

The information needed for this form will be taken from census data and/or a local survey. The applicant must utilize census data (if available) and/or conduct a local survey. Census data by parish for the logical record numbers has been made available on spreadsheets compiled by this office. The information on the spreadsheets are sorted by (1) census tract and block group order, (2) by incorporated areas (and census defined places) and unincorporated areas, and (3) by census tracts. Also included are the logical record numbers for these areas. The spreadsheets can be accessed on the office website, or can be emailed. The spreadsheets contain a copy of the Activity Beneficiary Form and it can be completed by copying information from the spreadsheets. A tutorial is provided on the website, or can be emailed. Please contact either William Hall or Natasha Bland to have the spreadsheets sent to an email address.

You will first need to determine the target area being served by the project. Then check census maps to determine if you will need to use information for a census tract(s), block group(s), or logical record number(s). Go to **http://www.census.gov/** and click on **American FactFinder** from the selection on the left. At the bottom of the **American FactFinder** page you will find a selection titled **Maps -Locate Census Geographies**. Choose **Reference Maps**. A map of the United States will appear in the top half of the web page and the box to enter a street address is on the bottom half. The easiest method is to use the street address(es) of your target area. Enter the street address in the address box and click on the **Go** button. A map will display with Census Tracts and Block Group numbers. For a more detailed identification of Census Tracts and Block Groups in your target area, click on a lower **Zoom** button on the right.

If you do not have the street address(es) of your target area, then you can do a map search for your target area by clicking on Louisiana on the Map of the United States that will appear after you choose **Reference Maps**. Then click on the Parish of the target area. Identify a place that is near the target area and place your cursor on that area and click. Each subsequent click will provide more detailed maps with Census Tracts and Block Groups. You can also reposition the map by clicking on the directional arrows.

Once you have found the correct logical record number for the target area on sheet 1 of the spreadsheets, find the number on sheet 2. Sheet 2 contains data from the HUD Census website. Open the Activity Beneficiary Form spreadsheet. Find the “Enter Here” cell. Return to sheet 2 of the spreadsheets. Find the row for the logical record number. Start with Column A and copy the row from Column A to Column CU. Return to Activity Beneficiary Form sheet. Place the cursor in Column A and paste. The Activity Beneficiary Form will be completed. If you need assistance in obtaining census information or following the tutorial please contact either William Hall or Natasha Bland of this office.

When a project area does not coincide with census tracts, block groups, or logical record numbered areas, an applicant must conduct a local survey or combine census data with a local survey. For instance, if a project area encompasses an entire logical record numbered area, but is larger than the logical record numbered area, (however does not encompass the entire neighboring logical record numbered area), the applicant would utilize the census data for the logical record numbered area, and conduct a survey of the additional area(s) which are outside of the logical record numbered area and combine the data. You would complete an Activity Beneficiary Form for the logical record number area, a Survey Tabulation Form and Activity Beneficiary Form for the surveyed area(s), then an Activity Beneficiary Form combining the information from the two. See page 122 for a demonstration of these procedures. If there is more than one outside area, and the areas are not contiguous with each other but are both contiguous with the logical record number area, one survey would cover both areas. For target areas that are smaller than the logical record numbered area they are located in, a local survey must be conducted. The survey sheet provided in this package must be used. Survey data must also be tabulated and submitted on the forms provided; survey data submitted on forms other than those provided will not be accepted.

In order to be classified as a "community-wide" project for rating purposes, the project must have at least 35% of the construction funds in a "community-wide" activity. If less than 35% of the construction funds are being spent in a "community-wide" activity, then the project will be considered a "target area" project for rating purposes. The project will be rated using the target area information, but the community-wide information will be used for reporting purposes if the project is funded under the FY 2006 or the FY 2007 Program. The costs must be distinguished on the cost estimate as "community-wide" or "target area" in order for the Office of Community Development Staff to verify the applicant's status. For projects that include some funds in a "community-wide" activity, but not enough to be considered a "community-wide" project for rating purposes, one activity beneficiary form must be submitted with target area information and a second activity beneficiary form must be submitted with the community-wide information.

You must mark the appropriate box in the top left corner of the *Activity Beneficiary* form that corresponds to the data included on each form submitted, i.e. □ **Community-Wide** □ **Target Area** □ **Combined.** In the space provided following "Target Area", indicate target area (1, 2, etc.) to which the data on the form corresponds.

The following definitions must be used when completing this form.

- Household – a dwelling unit and all persons who reside therein. The occupants may be a single family, one person living alone, unrelated individuals, two families, etc.
- Family – all persons living in the same household who are related by blood or contract (birth, marriage, adoption). In some instances, two families could reside in one household. Therefore, a household could involve one or more families.
- Low/Moderate Income – persons, families, or households whose combined annual income does not exceed eighty percent of the parish median income.
- Moderate Income – persons, families, or households whose combined annual income exceeds fifty percent but does not exceed eighty percent of the parish median income.
- Low Income – persons, families, or households whose combined annual income exceeds thirty percent but does not exceed fifty percent of the parish median income.
- Extremely Low Income – persons, families, or households whose combined annual income does not exceed thirty percent of the parish median income.
- Elderly – persons or head of family aged 62 or above.
- Handicapped – persons or head of family receiving disability payments or having an obvious handicap.

- American Indian or Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Please be aware that if you are using logical record numbers to retrieve your data, the following categories are not available: American Indian or Alaskan Native *and* White; Asian *and* White; Black or African American *and* White; and American Indian or Alaskan Native *and* Black. In this case, these persons should be included under “Other Multi-racial”.

Please refer to the definitions above concerning the racial/ethnic categories listed in this section. Enter the number of persons in the appropriate racial category under the “Total” column. Of the number in the “Total” column, enter the number of persons that are of Hispanic or Latino ethnicity in the “Hispanic” column.

When identifying the number of persons by income category, each person should be included in only one category. For example, the number of extremely low income persons should not be counted in the number of low income persons. Each income category is self-contained and is not inclusive of other income categories. The number of persons identified as within moderate income limits, within low income limits, and within extremely low income limits should equal the total the number of low/moderate income persons. To calculate the percentage of persons for each income group, you should divide the number of persons in the income category by the total number of persons surveyed, then multiply the result by 100. This percentage should be calculated to two decimal points. For example: If 373 persons surveyed are of extremely low income, and there is a total of 775 persons surveyed, the percentage of extremely low income persons is 48.13.

All activities that have a different number of beneficiaries must be identified separately. For example, a sewer project with hookups will have beneficiary information for the sewer activity and for the rehabilitation loans and grants (hookups) activity.

If a local survey is involved, this form must identify all beneficiaries, not just those surveyed. If all families were not surveyed, projections must be made based on the survey results. Follow these steps using the information on the *Survey Tabulation* form to project the total number of persons.

1. Total persons surveyed divided by total families surveyed = average persons per family
   Example: 775 total persons surveyed divided by 290 total families surveyed = 2.67 average persons per family

2. Average persons per family multiplied by total families in target area = Total persons
   Example: 2.67 average persons per family multiplied by 625 total families in target area = 1,669 total persons

Follow these steps using the information calculated above and the information on the *Survey Tabulation* page to project the number of persons in the income categories and racial or ethnicity categories.

1. Percentage of persons from income category divided by 100, multiplied by total persons = projected number of persons in an income category.
   Example: 48.13 percent of persons of extremely low income divided by 100 = .4813
   .4813 multiplied by 1,669 total persons = 803 persons projected to be of extremely low income

For projects involving more than one target area, the projected information from each target area's individual Activity Beneficiary form must be shown on a form with combined data including all target areas. To determine the number and percents of persons in each income and racial or ethnicity categories, combine the number of persons shown for each category on each individual target area's Activity Beneficiary Form, and divide the total persons benefiting from the project. You would also use this methodology if you are combining information from the data for a logical record numbered area, and a smaller area that was surveyed.

Example:	Target Area 1	Target Area 2
	Total persons: 30	Total persons: 100
	Low/mod persons: 17 or 57%	Low/mod persons: 70 or 70%

Combined *Activity Beneficiary* form

$$\frac{87}{130} = 66.92\% \text{ low/mod}$$

NOTE: Each target area must benefit at least fifty-one percent low and moderate income persons.

SURVEY TABULATION FORM

Target Area ___

This form must be completed for public facilities activities that involve a local survey. A separate form must be completed for each target area. In the space provided following "Target Area" above, indicate target area (1, 2, etc.) to which the data on the form corresponds.

1. Total number in Universe _____

2. Total occupied houses in target area _______ Total houses surveyed in target area ______

3. Total families in target area ________ Total families surveyed in target area______

4. Total persons surveyed _____

5. What is the ethnic/racial background of the persons? Give totals.

	Total	Hispanic/Latino
American Indian/Alaskan Native	______	______
Asian	______	______
Black/African American	______	______
Native Hawaiian/Other Pacific Islander	______	______
White	______	______
American Indian /Alaskan Native *and* White	______	______
Asian *and* White	______	______
Black/African American *and* White	______	______
American Indian/Alaskan Native *and* Black	______	______
Other Multi Racial	______	______

6. Total families where head of household is:
   elderly:___ female:______ handicapped:_______

7. Total elderly persons _______ Total handicapped persons ________

8. Family income totals:

	# of persons	# of families
above moderate income limits	_____________	_____________
within moderate income limits	_____________	_____________
owner*	_____________	_____________
renter*	_____________	_____________
within low income limits	_____________	_____________
owner*	_____________	_____________
renter*	_____________	_____________
within extremely low income limits	_____________	_____________
owner*	_____________	_____________
renter*	_____________	_____________

9. Identify the data sources and a detailed description of the survey methodology used.

*Owner/renter data required for rehabilitation loans and grants (hook-ups) activities within each income category.

INSTRUCTIONS

Survey Tabulation Form

If conducting a local survey is necessary, a complete set of survey forms must be submitted with the application as well as this *Survey Tabulation* form. Survey data must be submitted on the forms provided in this application package. The income categories shown in Chapter VI of this application package will be used as the basis of determining the specific income categories. The *Income By Family Chart* included in Chapter VI should be completed for the Parish in which the project is located. This completed chart should be used when conducting the survey and a copy of your completed chart must be submitted with your application. The required survey sample size for public facilities projects is identified on page 238. **If you have multiple target areas, you must conduct a survey (if required) of each target area independently of the others and complete a Survey Tabulation form for each target area.** Identify the target area to which the data on the form corresponds in the space provided at the top of the form. You will only use the number of surveys for each surveyed area(s) required by the survey sample size chart when completing this form.

When a survey is required, local surveys which were conducted for the FY 2004 – FY 2005 funding cycle may be used/resubmitted for no more than two funding cycles for public facilities applications if the following two requirements are met. 1) Surveys originally conducted for the FY 2004 and FY 2005 program years (for the current target area or portion thereof) must have included information for the correct random numbered residential structures as provided by the Office of Community Development. If the target area boundaries have been expanded from the previously surveyed target area, a current survey of the expanded portion of the target area must also be conducted, using the correct random numbers for the expanded area. Combined, the previously conducted survey and the current additional survey must account for all residential structures in the total target area. Or, the applicant may choose to re-number all residential structures in the entire target area, and conduct a new survey (also, the applicant could utilize data from the FY 2004-FY 2005 survey if the same addresses from both surveys coincide with the required random numbers). If the target area boundaries are smaller than the previously surveyed area, the surveys of the residences no longer in the target area can be removed from the previous survey, or the applicant may choose to re-number all residential structures in the smaller target area and conduct a new survey. 2) The data gathered for each survey must conform to the requirements of the program year for which funds were originally requested.

If an applicant is resubmitting survey data used for the FY 2004/2005 Program years, then a copy of those survey forms must be submitted with the current application. The Office of Community Development will not be responsible for retrieving the surveys from a previously submitted application.

If you have any questions regarding the use of local survey data, please contact Ms. Carol Newton at 225/342-7412.

Item 1. Number in Universe

This is the total number of residential (occupied and vacant) structures in the target area. This number determines which random numbers table is used to conduct the survey.

Item 2. Total Occupied Houses in Target Area

Unless a one hundred percent survey was conducted, the following procedure should be used to determine this number.

$$\frac{\text{Number of survey attempts – Number of vacants/businesses/exempts*}}{\text{Total number of survey attempts}} = \text{\% Occupied Houses}$$

% of Occupied households x Number in universe = Total occupied houses in target area

***Include any non-residential buildings or camps that were accidentally included in the universe.**

For example:

313 – Universe
235 – Total surveyed houses, vacants, unreachables, businesses and exempts
- 9 - Subtract vacants, businesses, and exempts (include any camps or other non-residential buildings that may have accidentally been included in the universe)
226 - Known occupied houses as a result of the survey. (this is also the number of surveyed houses plus the unreachables). In this case, 200 houses were surveyed, plus 26 unreachables)

226 divided by 235 = 96.17% (This is the percent of occupied houses based upon the survey).

.9617 x 313 = 301 projected occupied houses

Item 5. Racial/Ethnic Background

Please refer to the definitions included in the instructions of the *Activity Beneficiary* Form concerning the racial/ethnic categories listed in this section. Enter the number of persons in the appropriate racial category under the "Total" column. Of the number in the "Total" column, enter the number of persons that are of Hispanic or Latino ethnicity in the "Hispanic" column.

Item 8. Family Income Totals

When identifying the number of persons and number of families by income category, each person and family should be included in only one category. For example, the number of extremely low income persons should not be counted in the number of low income persons. The number of persons identified as above moderate income limits, within moderate income limits, within low income limits, and within extremely low income limits should total the number of persons surveyed. This same procedure is true for the number of families identified by income category.

Item 9. Survey Methodology

Please identify the method used to determine which households in the target area would be surveyed. If you are conducting a local survey rather than using census data, then you must be very detailed in explaining all steps taken when conducting your local survey

SURVEY FORM FOR PUBLIC FACILITIES PROJECTS

Community ________________

Surveyor ________________

Street Name________________

Date ________________

					OCCUPANCY STATUS*		HEAD OF FAMILY			NUMBER IN FAMILY		ETHNIC/ RACIAL BACK- GROUND**										FAMILY INCOME				
Name and Street Address	Map Key	Occupied House	Surveyed House	# OF OCCUPANTS	Owner	Renter	Female	Elderly	Handicapped	Elderly	Handicapped	AI/AN	Asian	B/AA	NH/OPI	White	AI/AN and White	Asian and White	B/AA and White	AI/AN and Black	Other Multi-racial	High	Moderate	Low	Extremely Low	User Fee $ ____ Per Month Yes / No
Page Totals																										

* Required for projects involving the installation of new service connection lines or improvements to existing service connection lines on private property.

** In the top half of the box, enter the number of persons in the family that is of that race. In the bottom half of the box, enter the number of those persons that are of Hispanic/Latino ethnicity.

AI/AN=American Indian/Alaskan Native B/AA=Black/African American NH/OPI=Native Hawaiian/Other Pacific Islander

INSTRUCTIONS

Survey Form

This survey form must be used for Public Facilities projects that require a survey. A detailed map of the target area(s) that corresponds to the survey must be included in the application. See the instructions for Maps on page 133 for more details. Also, Chapter VI of this application package contains a draft memorandum from the U. S. Department of Housing and Urban Development regarding survey methodology and the FY 2005 income limits that should be used when conducting a survey. Also, the *Income By Family Chart* included in Chapter VI should be completed for the Parish in which the project is located. This completed chart should be used when conducting the survey and a copy of your completed chart must be submitted with your application. A detailed explanation of proper surveying procedures follows the explanations of the columns in the *Survey* form. Be sure to review **all** of the information in this section and Chapter VI carefully **BEFORE** you begin the survey process.

Map Key - Enter the number from the map that corresponds to the structure listed on the survey form.

Occupied House - Place an "x" in the box if the house is occupied.

Surveyed House - Place an "x" in the box if the family in the house has been surveyed and all of the required information was collected.

Number of Occupants - Enter the number of persons in the family.

Occupancy Status - If the project involves the installation of service connection lines (hook-ups) or the repair of service connection lines on private property, the owner or renter status of the occupants must be identified.

Head of Family - Check the appropriate box if the head of family is female, elderly, or handicapped.

Number in Family - Insert the number of persons in the family that are elderly and/or handicapped.

Ethnic/Racial Background - Enter the number of persons in the family that correspond to the racial categories in the top half of the box. Enter the number of persons listed in each race category that are of Hispanic or Latino ethnicity in the bottom half of the box.

Family Income - The income category for families/persons must be determined based upon the number of persons in the family. The surveyor should determine the income range that corresponds to the family's annual income with consideration to the number of persons in the family by using a completed *Income By Family Chart*. The *Income By Family Chart* is shown on page 217 and the instructions for the chart are on page 218.

Enter the number of persons in the appropriate income category column.

User Fee – Enter the projected monthly user fee that will be imposed on the users of the new utility system. When surveying the houses, please inform the surveyed person of the projected fee and enter "y" for yes or "n" for no, indicating whether or not the user is willing to pay the fee. If a majority of the persons surveyed indicate they would not be willing to pay the user fee, then you should consider whether or not the application should be completed. Changes in user fees may not occur for existing systems that are being improved, unless the Office of Community Development determines that an increase in user fees is needed in order to maintain the utility system. In those cases, this column does not apply.

Total the columns at the bottom of each survey page. You may include a summary sheet that includes totals from each page to get an overall total for the project.

Please note the following when conducting your surveys:

- Persons in correctional institutions cannot be counted as program beneficiaries.
- Camps that are used for recreational purposes, weekend retreats, etc. will not be counted as occupied households. For the purposes of the LCDBG program, these units will be considered as exempt.
- If there is a group home located in your target area, please call Ms. Carol Newton at the Office of Community Development in order to determine if the residents of the home should be counted as beneficiaries.

An example of a completed field map and a survey form is shown on pages 131 - 132.

Surveying Procedures

In order to ensure that surveys are conducted on a random basis, the U. S. Department of HUD issued the DRAFT memorandum that is shown in Chapter VI of this application package. Please use the following procedures when conducting your survey:

As stated previously, in order to be classified as a "community-wide" project for rating purposes, the project must have at least 35% of the construction funds in a "community-wide" activity. If less than 35% of the construction funds are being spent in a "community-wide" activity, then the project will be considered a "target area" project for rating purposes. For projects that include some funds in a "community-wide" activity, but not enough to be considered a "community-wide" project, one activity beneficiary form must be submitted with target area information and a second activity beneficiary form must be submitted with the community-wide information. The project will be rated using the target area information, but the community-wide information will be used for reporting purposes if the project is funded under the FY 2006 or the FY 2007 Program. Therefore, in this instance, you would need to use census data for the community-wide low and moderate income information, and census data and/or a survey for the target area information.

The survey must be done using a map or customer list identifying all structures in the area. You may choose to complete a separate map of each street identifying each structure, but you would also need a map of the area that shows all streets in the area. This will enable the State to verify that no street was omitted from the individual street maps. You must identify on the map or customer list which structures are commercial or exempt. Then, you must number all residential structures (occupied *and* vacant) on the map or the list in a consecutive order. The total number of residential structures will be your **UNIVERSE** size. At that point, you must call the OCD at 225/342-7412 to obtain a random numbers table for your universe. For example, if you have 213 residential structures, then you will call the OCD and ask for a random numbers table for a universe size of 213. Occasionally you may find that a business or exempt structure has accidentally been assigned a number and was counted in the universe. The following paragraph provides instructions for this situation also.

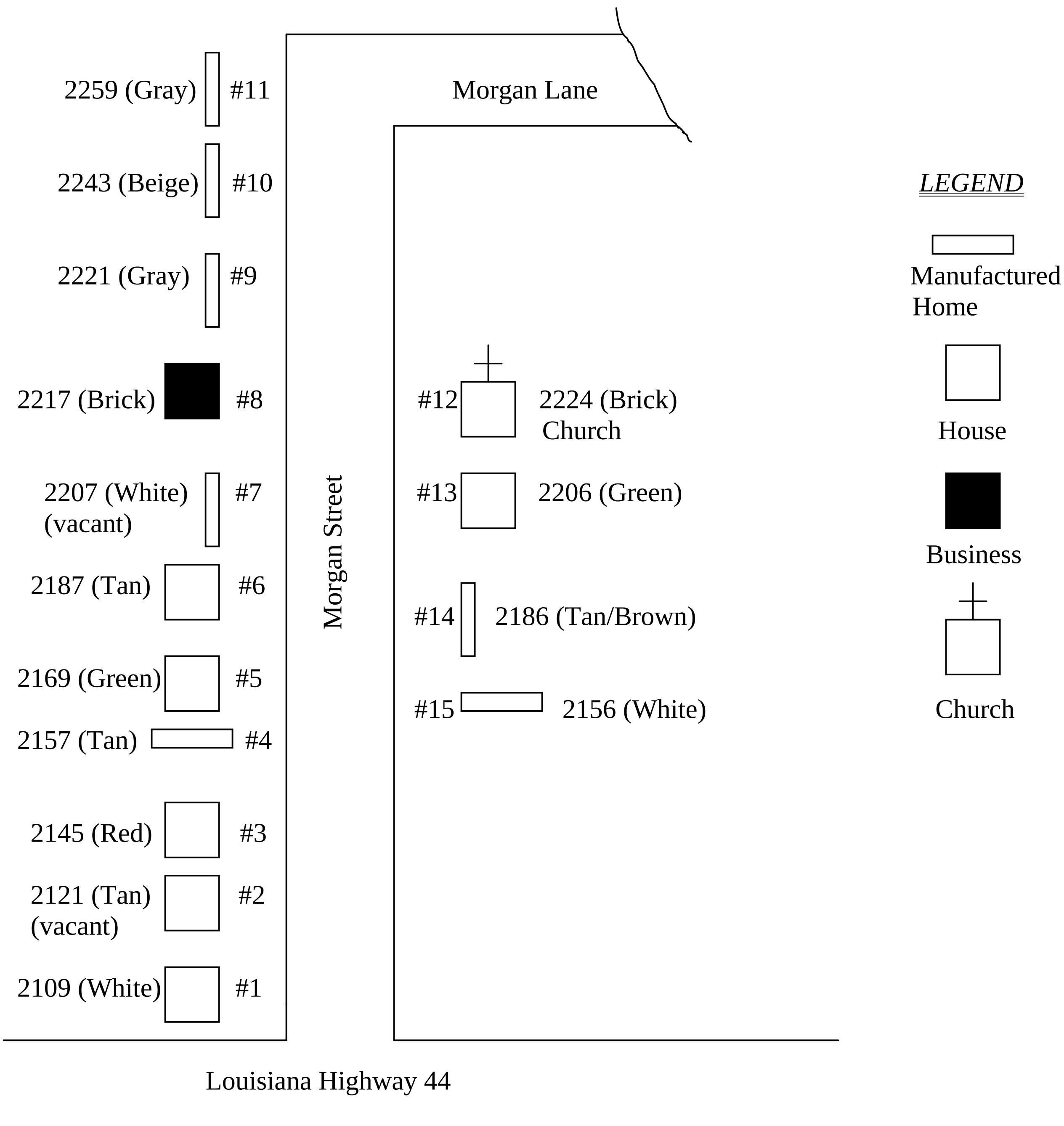
When randomly identifying the houses at which to conduct interviews, you must use the random numbers table that you will obtain from the OCD**. List all "required" numbers from the random numbers table in order they are shown in the Map Key column of the survey form. The "extra" numbers on your random numbers table would be used only if your survey finds "unreachables", vacants, businesses, or exempts in your originally identified "required" numbers on your random numbers table. The "extra" numbers must be used in the order they appear on the table. List the "extra" numbers from the table following the "required" numbers.** You will only use the number of surveys required by the survey sample size chart when completing your *Survey Tabulation* form and your *Activity Beneficiary* form. An "unreachable" is defined by the Office of Community Development as a house that cannot be surveyed after three separate attempts to obtain the survey, or an outright refusal to give the required information. You should try at different times of the day if the first attempt to obtain the survey is unsuccessful. If you determine that you had 5 "unreachable" houses after completing your surveys, then you would substitute the first 5 houses from your "extra" section for those 5 "unreachables". You should document the reason that a structure has been classified as "unreachable" on the survey form. If the documented reason is that no one was home at any of the times you visited the house, then you must maintain a list of the number of times you visited the house and the time of day the visits occurred. This documentation does not have to be submitted with the application, however, the OCD may request the documentation if necessary.

Please remember, if you have multiple target areas, each target area must have a minimum of fifty-one percent low and moderate income persons benefiting. Each target area must have census data reported and/or survey data reported independently of the others. The number of required surveys for each target area depends on the Universe size of the area being surveyed.

SAMPLE OF SURVEY FORM

GOES ON THIS PAGE

MORGAN STREET



MAPS

A map(s) that delineates the following items for each target area must be included in the application package:

1. census tracts and/or block groups (by number) and/or logical record numbers;

2. location of concentrations of minorities, showing number and percent by census tracts and/or block groups, and/or logical record numbers;

3. location of concentrations of low and moderate income persons, showing number and percent by census tracts and/or block groups and/or logical record number;

4. boundaries of areas in which the activities will be concentrated; and

5. specific location of each activity.

NOTE: Please be sure that the information regarding census data is correct. The instructions on page 118 can be used to help you identify the correct census tracts and/or block groups. The State staff uses this information to verify the rating point awarded for the target area being located in a renewal community.

For projects that require a survey, a detailed field map identifying every structure on each street must be provided if you are not using a utility customer list generated by the local government to conduct your survey. Each residential structure (occupied *and* vacant) must be identified by a number. The numbers must be in a consecutive order. You should not have numbers 20 through 25 and number 213 identifying structures on the same street. The following two types of field maps will be acceptable.

1. One map identifying all houses in the surveyed area. Each residential structure should be numbered in consecutive order.

2. One map of each street identifying all residential structures on the street and one map of the entire surveyed area. Each residential structure should be numbered in consecutive order.

LCDBG PROGRAM PUBLIC FACILITIES IMPROVEMENTS	APPLICANT NAME:
PROJECT DESCRIPTION	
(Use only one sheet per target area)	

INSTRUCTIONS

Project Description Form

Provide a concise description of the public facilities improvements project for which you are requesting funds. The description should include the following:

- Identify the proposed improvements, location of the proposed improvements, current size/capacity of and area served by the system, etc.

- Indicate whether your project will require acquisition of easements or rights-of-way and approximate number of parcels to be acquired.

- Briefly explain the needs to be addressed with the proposed improvements.

- Describe how your project relates to the existing infrastructure. For example, if you are installing new sewerage collection lines, then can the treatment plant handle the increase?

- Describe how people will benefit from the project and indicate whether the benefits will be direct and/or indirect. Direct benefits are defined as those that will take place on private property such as hookups. Provide an estimate of the number of hookups, if applicable.

- Identify who will retain ownership of the system after the completion of the project. Describe the method by which the applicant can ensure that adequate revenues will be available to operate and maintain the proposed project. The description must identify the source and the estimated amount of funds that will be generated for this purpose.

- If the applicant is proposing the installation of sewer or water service in areas where no service currently exists, then the project description must specifically state who will be financially responsible for providing the service connection lines. Please remember, LCDBG funds, local funds, or other state or federal funds must be used to pay for connection lines to residential structures that are occupied by low and moderate income persons. The applicant must adopt and **enforce** a procedure that will ensure that all residences (regardless of income) will be connected to the utility system. **Also, persons in households that are not connected to the system CANNOT be considered as beneficiaries of the project. If LCDBG funds will be used to finance the service connection lines, please remember that federal regulations mandate that the line be physically connected to the house.**

- Describe the physical boundaries of the target area(s) in relation to the beneficiaries of the project.

ENGINEER'S COST ESTIMATE (Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)

Estimated number of weeks of construction: ______

Estimated number of parcels to be acquired: ______

____________________________________ ____________________

Signature of Licensed Architect/Engineer | Date

INSTRUCTIONS

Engineer's Cost Estimate

All proposed activities must be accompanied by a detailed cost estimate prepared and signed by a Professional Engineer licensed in the State of Louisiana. The cost estimate shall contain the cost of construction, engineering fees, and related costs. The construction estimate shall be a listing of construction items (as a bid proposal), estimated quantity, unit of measure, unit price, and amount. A maximum of 10 percent is allowed for construction contingencies.

Engineering fees shall be identified by type in a line item format. Typical items include basic services, resident project representative, surveying (topographic), surveying (property acquisition), construction staking, geotechnical investigation, and testing. Written justification must be provided for all engineering services other than basic services and resident project representative. The justification is to contain an explanation of why the service is needed and how the proposed fee was derived. Please refer to the document entitled, "Engineering Fee Schedules and Polices for the LCDBG Program" (Chapter VIII) for more information concerning eligible fees.

In order to be classified as a "community-wide" project for rating purposes, the project must have at least 35% of the construction funds in a "community-wide" activity. If less than 35% of the construction funds are being spent in a "community-wide" activity, then the project will be considered a "target area" project for rating purposes. The costs must be distinguished on the cost estimate as "community-wide" or "target area" in order for the Office of Community Development Staff to verify the applicant's status.

If your proposed project involves hookups, then the costs associated with hookups should be identified separately on your cost estimate.

If any other funds (federal, local, etc.) will be used to complete the project, then the cost estimate must identify the amount of those funds as well as the specific use of those funds. For example, if $200,000 in local funds will be used to assist in the construction of a treatment facility for a new sewerage collection and treatment system, a specific identification of such must be shown on the cost estimate.

The cost estimate must identify the estimated number of weeks of construction and the estimated number of parcels to be acquired.

Examples of cost estimates for sewer, water, water for fire protection, and street improvements can be found on the following pages.

Example of Cost Estimate - Sewer

ENGINEER'S COST ESTIMATE (Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)

CONSTRUCTION:

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT
8" PVC Sewer Main	4,800	Lin. Ft.	$ 20.00	$ 96,000
Manholes	19	Each	$ 1,700.00	$ 32,300
8" x 8" x 4" Wye	100	Each	$ 45.00	$ 4,500
4" Cleanouts and bends	100	Each	$ 105.00	$ 10,500
4" Service Line	500	Lin. Ft.	$ 8.00	$ 4,000
Jack or Bore 4" Service Line	700	Lin. Ft.	$ 18.00	$ 12,600
Lift Station	Lump	Lump Sum	$ 65,000.00	$ 65,000
4" PVC Force Main	2,800	Lin. Ft.	$ 5.00	$ 14,000
Maintenance Aggregate	100	Cu. Yd.	$ 35.00	$ 3,500
Project Sign	1	Each	$ 600.00	$ 600

Subtotal: $243,000
Contingencies: $24,300
Estimated Cost (Construction): $267,300

REHABILITATION LOANS AND GRANTS

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT
4" Service Line	5,600	Lin. Ft.	$ 8.00	$ 44,800
4" Cleanouts and bends	140	Each	$ 105.00	$ 14,700
4" Connections	70	Each	$ 100.00	$ 7,000
Abandon Septic Tanks	70	Each	$ 300.00	$ 21,000

Subtotal: $87,500
Contingencies: $8,750
Estimated Cost (Rehabilitation Loans and Grants): $96,250

TOTAL ESTIMATED CONSTRUCTION COST: $363,550

ENGINEER'S COST ESTIMATE (Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)

TOTAL ESTIMATED CONSTRUCTION COST: $363,550

ENGINEERING:

Basic Services: $36,300
Resident Project Representative: $17,100
Topographic Surveying: $5,000

ACQUISITION:

Property Acquisition: $3,000
Property Surveying: $1,750

ADMINISTRATION: $35,000

PRE-AGREEMENT COSTS:

Engineering: $1,500
Administrative: $1,400

TOTAL PROJECT COST: $464,600

Estimated number of weeks of construction: 25

Estimated number of parcels to be acquired: 1

____
Signature of
Licensed Architect/Engineer

____
Date

JUSTIFICATION FOR ADDITIONAL ENGINEERING FEES (Sewer)

Topographic Surveying:
This project includes the installation of new sewer mains, manholes, and a force main. A survey is needed to establish benchmarks and to locate topographic features including utilities in the vicinity of the proposed sewer main alignment.

Survey crew: 5 days at $1,000 per day = $5,000.

Property Surveying:
Property surveying is needed for the acquisition of a site to construct the new lift station.

Survey Crew: 1 day at $1,000 per day =	$1,000
Draftsman: 10 hours at $40 per hour =	$ 400
Land Surveyor: 5 hours at $70 per hour =	$ 350
Total =	$1,750

Example of Cost Estimate - Water

ENGINEER'S COST ESTIMATE (Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)

CONSTRUCTION:

(1) TARGET AREA

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT
4" PVC Waterline	5,500	Lin. Ft.	$ 6.00	$ 33,000
6" PVC Waterline	8,500	Lin. Ft.	$ 8.00	$ 68,000
Jack or Bore 4" Waterline	400	Lin. Ft.	$ 15.00	$ 6,000
Jack or Bore 6" Waterline	500	Lin. Ft.	$ 18.00	$ 9,000
4" Gate Valve & Box	8	Each	$ 400.00	$ 3,200
6" Gate Valve & Box	10	Each	$ 500.00	$ 5,000
Fire Hydrants	8	Each	$ 1,500.00	$ 12,000
C.I.M.J. Fittings	3.000	Ton	$ 3,500.00	$ 10,500
Meter Reconnections	150	Each	$ 100.00	$ 15,000
¾" PE Service Line	100	Lin. Ft.	$ 3.00	$ 300
Pavement Restoration	100	Sq. Yd.	$ 50.00	$ 5,000
Maintenance Aggregate	75	Cu. Yd.	$ 40.00	$ 3,000

Subtotal: $170,000
Contingencies: $17,000
Estimated Cost: $187,000

(2) COMMUNITY-WIDE

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT
100,000 Gal. Elev. Storage Tank	Lump	Lump Sum	$275,000.00	$ 275,000
Sitework	Lump	Lump Sum	$ 15,000.00	$ 15,000
Electrical Controls	Lump	Lump Sum	$ 10,000.00	$ 10,000
Piping Modifications	Lump	Lump Sum	$ 10,000.00	$ 10,000
Fencing	600	Lin. Ft.	$ 15.00	$ 9,000
Project Sign	1	Each	$ 1,000.00	$ 1,000

Subtotal: $320,000
Contingencies: $32,000
Estimated Cost: $352,000

TOTAL ESTIMATED CONSTRUCTION COST: $539,000

ENGINEER'S COST ESTIMATE (Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)

TOTAL ESTIMATED CONSTRUCTION COST: $539,000

ENGINEERING:

Basic Services: $49,100
Resident Project Representative: $23,000
Topographic Surveying: $5,000

ACQUISITION:

Property Acquisition: $5,000
Property Surveying: $2,000

ADMINISTRATION: $35,000

PRE-AGREEMENT COSTS:

Engineering: $1,500
Administrative: $1,400

TOTAL PROJECT COST: $661,000

Estimated number of weeks of construction: 35

Estimated number of parcels to be acquired: 1

______________________________ ______________
Signature of Licensed Architect/Engineer Date

JUSTIFICATION FOR ADDITIONAL ENGINEERING FEES (Water)

Topographic Surveying:
Topographic surveying is needed to locate topographic features including utilities in the vicinity of the proposed waterlines.

Survey crew: 5 days at $1,000 per day = $5,000.

Property Surveying:
Property surveying is needed for the acquisition of a site to construct the elevated storage tank.

Survey Crew: 1 day at $1,000 per day =	$1,000
Draftsman: 8 hours at $45 per hour =	$ 360
Courthouse Research: 8 hours at $45 per hour =	$ 360
Land Surveyor: 4 hours at $70 per hour =	$ 280
Total =	$2,000

Example of Cost Estimate – Water for Fire Protection

ENGINEER'S COST ESTIMATE (Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)

CONSTRUCTION:

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT
Mobilization	Lump	Lump Sum	$ 5,000.00	$ 5,000
Site Preparation	Lump	Lump Sum	$ 15,000.00	$ 15,000
Building Foundation	Lump	Lump Sum	$ 25,000.00	$ 25,000
Pre-Engineered Metal Bldg (2-Bay)	Lump	Lump Sum	$ 65,000.00	$ 65,000
Restroom	1	Each	$ 5,000.00	$ 5,000
Electrical, Lighting, and Heating	Lump	Lump Sum	$ 15,000.00	$ 15,000
Access Drive	225	Sq. Yd.	$ 40.00	$ 9,000
24" Corrugated Metal Pipe	100	Lin. Ft.	$ 30.00	$ 3,000
Project Sign	1	Each	$ 1,000.00	$ 1,000

Subtotal: $143,000
Contingencies: $14,000
Total Estimated Construction Cost: $157,000

ENGINEERING:
Basic Services: $18,000
Resident Project Representative: $7,500
Geotechnical Investigation: $2,500
Testing: $2,000

ADMINISTRATION: $35,000

PRE-AGREEMENT COSTS:
Engineering: $1,500
Administration: $2,200

TOTAL PROJECT COST: $225,700

Estimated number of weeks of construction: 16
Estimated number of parcels to be acquired: 0

Signature of Licensed Architect/Engineer

Date

<u>JUSTIFICATION FOR ADDITIONAL ENGINEERING FEES</u> (Water for Fire Protection)

<u>Geotechnical Investigation</u>:
This additional service is needed for the design of the building foundation. A geotechnical engineering firm will conduct soil borings, make recommendations, and prepare a report. The estimated cost based on previous experience is $2,500.

<u>Testing</u>:
This additional service is needed for quality control of materials during construction. An independent laboratory will provide concrete cylinder tests as well as soil proctor and density tests. The estimated cost, using similar projects as a basis, is $2,000.

Example of Cost Estimate - Streets

ENGINEER'S COST ESTIMATE (Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)

CONSTRUCTION:

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT
Mobilization	Lump	Lump Sum	$ 5,000.00	$ 5,000
Asphaltic Concrete Wearing Course	2,100	Ton	$ 50.00	$ 105,000
8-1/2" In-Place Cement Stabilized Base Course	19,200	Sq. Yd.	$ 4.50	$ 86,400
Water Valve Adjustments	5	Each	$ 150.00	$ 750
Sewer Manhole Adjustments	10	Each	$ 200.00	$ 2,000
Aggregate Surface Course	400	Cu. Yd.	$ 35.00	$ 14,000
18" Corrugated Metal Pipe	100	Lin. Ft.	$ 22.00	$ 2,200
24" Corrugated Metal Pipe	100	Lin. Ft.	$ 30.00	$ 3,000
30" Corrugated Metal Pipe	80	Lin. Ft.	$ 40.00	$ 3,200
Signs and Barricades	Lump	Lump Sum	$ 5,000.00	$ 5,000
Project Sign	1	Each	$ 750.00	$ 750

Subtotal: $227,300
Contingencies: $22,700
Total Estimated Construction Cost: $250,000

ENGINEERING:

Basic Services: $26,700
Resident Project Representative: $11,200
Construction Staking: $2,000
Geotechnical Investigation: $1,500
Testing: $1,700

ADMINISTRATION: $35,000

PRE-AGREEMENT COSTS:

Engineering: $1,500
Administration: $1,400

TOTAL PROJECT COST: $331,000

Estimated number of weeks of construction: 8

Estimated number of parcels to be acquired: 0

______________________________ _______________

Signature of Licensed Architect/Engineer — Date

<u>JUSTIFICATION FOR ADDITIONAL ENGINEERING FEES</u> (Streets)

<u>Construction Staking</u>:
To provide construction staking to give centerline offsets for proper alignment during construction of existing gravel roads and to provide grade stakes for drainage improvements.

Survey crew: 2 days at $1,000 per day = $2,000.

<u>Geotechnical Investigation</u>:
To provide pre-design base testing for lime and cement determination. A geotechnical engineering firm will provide investigation, recommendations, and report. The cost is estimated at $1,500.

<u>Testing</u>:
To provide soil proctor tests and in-place density tests for the completed base course and corings of completed asphaltic concrete pavement.

16 density tests at $75 each and 20 corings at $25 each = $1,700.

PROJECT IMPACT CERTIFICATION – SEWER , WATER, AND STREETS PROJECTS

I certify, to the best of my knowledge and belief, that the funds requested herein for the proposed sewer or water project will completely remedy existing conditions that violate a state or federal standard that has been established for the purpose of protecting public health and safety. I further certify that the persons residing within the target area as described in the Project Description are benefiting from the proposed project.

I certify, to the best of my knowledge and belief, that each street proposed for improvements has a Pavement Sufficiency Rating (PSR) of 3.0 or lower, based on the Sufficiency Rating Data Guide on page 151 of the FY 2006/2007 LCDBG Application Package or has an unpaved surface.

Those state or federal standards that are presently being violated and will be remedied upon completion of the proposed project are identified below. Refer to the instructions for any specific statements that must be made on this form.

____

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___________________________________ ____________________

Signature of Licensed Architect/Engineer Date

INSTRUCTIONS

Project Impact Certification

A Professional Engineer licensed in the State of Louisiana must sign this form certifying that if the proposed project is funded, those conditions that currently violate a state or federal standard established to protect public health and safety will be completely remedied and that all persons in the target area as described in the Project Description will benefit. The specific state or federal standard(s) that is currently being violated and will be addressed must be identified on this form.

For the purposes of this application, the following criteria must be met to "completely remedy" the needs of a water system in regards to **fire protection**.

- Projects involving a fire district that will primarily serve a sparsely populated rural area must, upon completion of the proposed project, have a water system that will meet the definition of a "minimum gradable water system".
- Projects involving an incorporated community or a more densely populated rural area must, upon completion of the proposed project, have a water system that will meet the definition of a "standard water system".
- If the project includes both rural and incorporated areas, then the water system in the rural area must meet the definition of a "minimum gradable water system" and the water system in the incorporated area must meet the definition of a "standard water system".

Definitions of terms used in this application regarding fire protection can be found on page 199. The requirements in the referenced Fire Suppression Rating Schedule published by the Insurance Services Office that must be met for buildings that are one and two stories in height for a "standard water system" are as follows:

Distance Between Buildings	Needed Fire Flow
Over 100'	500 gpm
31' – 100'	750 gpm
11' – 30'	1,000 gpm
10' or less	1,500 gpm

The engineer must identify on this form which type of water system will be met upon completion of the project. In some instances involving both a municipality and a rural area, both types will be met. The engineer's certification must address the water system within the target area boundaries. The target area boundaries may or may not coincide with the boundaries of the political subdivision. You may also wish to refer to the instructions for the project severity assessment package for further information regarding the design of your project.

A Professional Engineer licensed in the State of Louisiana must sign this form certifying that all streets proposed for improvements has a Pavement Sufficiency Rating (PSR) of 3.0 or lower or has an unpaved surface. The Pavement Sufficiency Rating criteria is described as follows:

<u>SUFFICIENCY RATING DATA GUIDE</u>
<u>FOR LCDBG STREET PROJECTS</u>

CONDITION:

1.	Very Good: PSR Range 4.1 - 5.0	Visually, pavement should show no deviations from a smooth surface. facilities should have no cracks or patches. Pavement was probably recently constructed or reconstructed or pavement was resurfaced within the past year or two. No maintenance is required.
2.	Good: PSR Range 3.1 - 4.0	Pavements in this category give a first-class ride and are beginning to show signs of surface deterioration. Flexible pavements show evidence of slight rutting, random cracking, and possibly some raveling. Rigid pavements show evidence of minor joint spalling, scaling, or minor cracking. Pavements require minor to normal maintenance.
3.	Fair: PSR Range 2.1 - 3.0	The riding qualities of pavement in this category are noticeably inferior to those of new pavements and may be barely tolerable for high-speed traffic. Surface defects of flexible pavements may include moderate rutting, map cracking, raveling, and moderate patching. Surface defects of rigid pavements could include joint spalling, some faulting, moderate to heavy cracking, and frequent patching. Maintenance on these pavements has been normal to excessive.
4.	Poor: PSR Range 0.0 - 2.0	Pavements in this category have deteriorated to a point where resurfacing***** at least or total reconstruction may be required. Ride-ability at any speed is impaired to such a level that the motorist will experience discomfort. Traffic will slow down. Surface defects of flexible pavements will include frequent and severe rutting, cracking, patching and raveling. Rigid pavements will show frequent and severe scaling, joint spalling, pumping, faulting, cracking, and patching. Maintenance efforts have been extensive and have not been enough to keep the surface in an acceptable condition.

Source: Highway Needs and Priorities Manual published by the Louisiana Department of Transportation and Development.

Unpaved streets are eligible for improvement under the LCDBG Program.

COST EFFECTIVENESS

a. Total LCDBG funds requested less administration and pre-agreement costs (engineering and administrative consulting) $______________

b. Total number of persons benefiting (for streets, use number of persons living in occupied houses on streets designated for work) ______________

c. Average cost per person (a / b = c) $______________

ENGINEERING/ARCHITECTURAL COSTS CERTIFICATION

I certify that our local governing body will pay all of the engineering/architectural costs associated with the implementation of the FY 2006 - FY 2007 LCDBG program. These costs will include but not be limited to basic design, resident inspection, topographic and/or property surveying, testing, staking. etc.

A resolution adopted by our local governing body is attached which identifies the firm hired and the proposed amount of their contract.

______________________________ ______________________________

Signature of Chief Elected Official Date

CERTIFICATION OF OTHER FUNDS

Enter the amount of other cash funds that the applicant will inject into the proposed project. $______________

Verification identifying the amount and source of other funds must be inserted behind this form. Do not identify any local funds that will be used to pay pre-agreement, administrative or engineering costs on this form. This form should involve cash contributions that will be used for the construction of the project.

INSTRUCTIONS

Cost Effectiveness

This form will be used to determine the project cost per person benefiting. In calculating the cost effectiveness, fill out the form using only the LCDBG funds requested for the project (less administration and pre-agreement costs). Do not include "other" funds on line a.

a. On line a., indicate the total amount of LCDBG funds requested less administration and pre-agreement costs (engineering and administrative consulting).

b. On line b., identify the total persons benefiting, not just the persons surveyed. For street projects, only identify the number of persons living in occupied houses located on streets designated for work. See page 103 for specifics on this calculation.

c. On line c., divide the monies shown on line a. by the total persons benefiting as shown on line b.

For example, if a total of $700,000 is required to construct a sewer project benefiting 1,000 people and $700,000 is requested from LCDBG funds, the average cost per person would be $700. Using the same example, if $300,000 in local funds and $400,000 in LCDBG funds will be used for that same $700,000 sewer project, the average cost per person would be $400.

Please note the following information:

The Office of Community Development will not enter rating data from any applications that do not meet the threshold criteria described in Chapter II of this application package as of December 16, 2005. Therefore, those applications will not be in consideration for funding for the FY 2006 program year. For the second year of the funding cycle, FY 2007, the Office of Community Development will enter rating data from any applications that meet the threshold criteria as of December 15, 2006. This may cause a change in the points awarded under the cost effective criteria; the points awarded under cost effectiveness are relative to the other applications that are being considered. Since additional applicants may meet the threshold criteria for FY 2007, there may be changes in the points awarded under cost effectiveness and in the ranking of the projects.

Engineering /Architectural Costs Certification

This form must be completed by those applicants that will pay all of the engineering/architectural costs associated with the implementation of the LCDBG Program. Such costs may include, but not be limited to, basic design, resident inspection, topographic and/or property surveying, testing, staking, etc.

To substantiate that the local governing body will pay the engineering/architectural costs associated with the LCDBG Program, this form must be completed and signed by the chief elected official. A copy of the resolution passed by the local governing body identifying the engineering/architectural firm hired and the proposed amount of the contract must be included in the application. That resolution should also state that local funds will be used to pay the engineering/architectural fees and any other engineering/architectural costs incurred by the local governing body. **The applicant will not receive this point if the required information is not included in the application.**

The following requirement will apply to those applicants that receive the point for paying engineering/architectural costs and are successful in receiving a grant. If such grantees have an under-run in their project costs, the grantee will not be allowed to re-budget those monies for the purpose of reimbursing the local governing body for any engineering/architectural costs associated with the LCDBG Program

Certification of Other Funds

If no other funds are being used in conjunction with the LCDBG funds for construction purposes, it is not necessary to complete this form. Do not identify any local funds that will be used to pay pre-agreement, administrative or engineering costs on this form. This form should involve cash contributions that will be used for the construction of the project.

Some projects may cost more than can be requested under the LCDBG Program. Therefore, the applicant may propose to use other funds in conjunction with the LCDBG funds. Also, applicants that commit to paying 10% of the project construction costs up to the LCDBG ceiling amount for the activity will receive one rating point. Applicants that want to use other funds in conjunction with LCDBG funds must have those funds **available** and **ready to spend**. If the other funds involve loans or grants from other state, federal, or private sources, the monies must have already been **awarded** or be **in the bank**. To substantiate the immediate availability of the other funds, and/or to receive the rating point, one of the following items will be required: a letter and adopted resolution from the local governing body stating the specific source, amount, and location of local cash, a line of credit letter from a financial institution such as a bank stating the amount available as a loan, specific evidence of funds to be received from a tax or bond election that has already passed, or a letter from another funding agency stating that the funds have been awarded and are currently available for expenditure. **The supporting documentation must be attached to the application**.

If other funds are involved and that applicant is in a position to be funded, the LCDBG staff will contact the applicant prior to a grant award and request positive proof of the current availability of the other funds. If proof cannot be provided within the time frame allowed by the Office of Community Development (approximately ten calendar days), then the project will not be funded. For example, if applicant number one does not have the other funds available for FY 2006 funding, then that applicant will not be funded under the FY 2006 program. Applicant number one will be reconsidered for funding again under the FY 2007 program; if the other funds are not available at that time, the applicant will no longer be considered for funding under the FY 2006 – FY 2007 funding cycle.

PRE-AGREEMENT AND ADMINISTRATIVE COSTS CERTIFICATION

I certify that our local governing body will pay all of the pre-agreement and administrative costs associated with the implementation of this LCDBG program; such costs will include, but not be limited to application preparation fees, audit fees, advertising and publication fees, local staff time, workshop expenses, and/or administrative consultant fees. I have marked the following box which indicates who will be responsible for administering the LCDBG program. The documentation to support this is included in this application in accordance with the instructions.

______ The local governing body will utilize an administrative consultant to administer the LCDBG Program. The proposed consultant is ___________________. Attached is a copy of the required resolution by the local governing body.

______ The local governing body will utilize its own staff for the purpose of administering the LCDBG Program. Attached are a resolution and a sheet containing the required documentation requested in the instructions.

____________________________________ ___________________________

Signature of Chief Elected Official Date

DESIGNATED RENEWAL COMMUNITY

a. Is the target area(s) within the boundaries of a federally designated Renewal Community?

Yes [ ] No [ ]

b. If yes, a map identifying the boundaries of the appropriate federally designated area and the location of the target area must be included behind this form. The map should also identify the name of the federally designated area and the census tract/block group numbers involved.

INSTRUCTIONS

Pre-agreement and Administrative Costs Certification

This form must be completed by those applicants that will pay all of the pre-agreement and administrative costs associated with the implementation of the LCDBG Program. Such administrative costs may include, but not be limited to, application preparation fees, audit fees, advertising and publication fees, local staff time, workshop expenses, administrative consultant fees, etc. **If the applicant is requesting LCDBG funds for pre-agreement and/or administrative costs, this form should not be completed and signed; the point will not be assigned if any LCDBG funds are requested for pre-agreement and/or administrative costs.**

An applicant may intend to utilize the services of an administrative consultant, to utilize local staff, or to utilize both. The certification must identify which circumstances apply by marking one or both boxes.

If the applicant plans to utilize the services of an administrative consultant, local funds must be pledged and allocated for such services. To substantiate that the local governing body will pay the administrative costs associated with the LCDBG Program, this form must be completed and signed by the chief elected official. A copy of the resolution passed by the local governing body identifying the administrative consultant hired and the proposed amount of the contract must be included in the application. That resolution should also state that local funds will be used to pay the pre-agreement costs, administrative consultant fees and any other administrative costs incurred by the local governing body.

If the local governing body maintains full-time permanent staff for the sole or partial purpose of administering LCDBG or other federal programs, such staff must have proved its capacity to administer LCDBG or other federal programs through previous program administration. To substantiate that the local governing body will pay the pre-agreement and administrative costs associated with the LCDBG Program, this form must be completed and signed by the chief elected official. A sheet should be attached that identifies the staff person(s) who will be responsible for program administration, their job title or position, and a brief listing of their previous experience in administering LCDBG or other federal programs. A copy of the resolution passed by the local governing body stating that local funds will be used to pay all pre-agreement and administrative costs incurred by the local governing body must be included in the application.

In order to receive the point associated with this factor, the form must be completed and signed by the chief elected official and the corresponding documentation must be included in the application. **The applicant will not receive this point if the required information is not included in the application.**

The following requirement will apply to those applicants that receive the point for paying pre-agreement and administrative costs and are successful in receiving a grant. If such grantees have an under-run in their project costs, the grantee will not be allowed to re-budget those monies for the purpose of reimbursing the local governing body for any pre-agreement and administrative costs associated with the LCDBG Program.

Designated Renewal Community

a. If the target area(s) is located within the boundaries of a federally designated Renewal Community, mark the "Yes" box. If the target area is not located within the boundaries of one of a federally designated Renewal Community, mark the "No" box. The entire target area(s) must be located within the boundaries of the federally designated area in order for the applicant to get the rating point.

b. A map identifying the boundaries of the federally designated area, the boundaries of the target area, the name of the federally designated area, and the census tracts/block groups involved must be attached.

In order to receive the bonus point, all target areas (if more than one) must be within the boundaries of the Renewal Community.

PROOFS OF PUBLICATION

A copy of the two public notices and proofs of publication must be included in the application package. The required content of these notices is explained on pages 26 and 27 of this package.

LOUISIANA CDBG PROGRAM

STATEMENT OF ASSURANCES

This applicant hereby assures and certifies that:

1. It possesses legal authority to apply for the grant and to execute the proposed program.

2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3. It has facilitated citizen participation by:

    a. Providing adequate notices that provide the information specified in the Application Package.

    b. Holding a hearing to obtain citizens' views on housing and community development needs and to provide citizens with the information specified in the Application Package.

4. It has adopted a detailed written citizen participation plan that:

    a. Provides for and encourages citizen participation,

    b. Provides citizens with reasonable and timely access to local meetings, information, and records,

    c. Provides for technical assistance,

    d. Provides for public hearings

    e. Provides for timely responses to written complaints and grievances, and

    f. Accommodates the needs of non-English speaking residents and persons with disabilities in public hearings.

5. Its chief executive officer or other officer of applicant approved by the State:

    a. Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 insofar as the provisions of such Act apply to the Louisiana Community Development Block Grant Program; and

    b. Is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the federal courts for the purpose of enforcement of his responsibilities as such an official.

6. The community development block grant program has been developed so as to give maximum feasible priority to activities that will benefit low and moderate income families or aid in the prevention or elimination of slums or blight.

7. It will comply with the regulations, policies, guidelines, requirements of OMB Circulars Numbers A-87, A-102, as amended and made part of the State regulations, A-133, revised, and 24 CFR 85.36, as they relate to the application, acceptance, and use of federal funds under this part.

8. It will administer and enforce the labor standards requirements set forth in 24 CFR 570.603 and regulations issued to implement such requirements.

9. It will comply with the provisions of Executive Order 11296, relating to evaluation of flood hazards and Executive Order 11288 relating to the prevention, control and abatement water pollution.

10. It will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided under this part to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A-117.1-R 1971, subject to the exceptions contained in 41 CFR 101-19.604. The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.

11. It will comply with:

    a. Title VI of the Civil Rights Acts of 1964 (Pub. L. 88-252) as amended, and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the property or structure is used for another purpose involving the provision of similar services or benefits.

    b. Section 104 (b) (2) of Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing. Title VIII further prohibits discrimination against any person in the sale or rental of housing, or the provision of brokerage services, including in any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex, national origin, handicap or familial status.

    c. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR Part 570.602), which provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds provided under this Part. Section 109 further prohibits discrimination to an otherwise qualified individual with handicap as provided under Section 504 of the Rehabilitation Act of 1973, as amended, and prohibits discrimination based on age as provided under the Age Discrimination Act of 1975.

    d. Executive Order 11063 on equal opportunity in housing and non-discrimination in the sale or rental of housing built with federal assistance.

e. Executive Order 11246, and the regulations issued pursuant thereto and Section 4(b) of the Grant Agreement, which provides that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts. Contractors and subcontractors on federal and federally assisted construction contracts shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.

12. It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to eligible Section 3 business concerns.

13. It will:

a. To the greatest extent practicable under State law, comply with Sections 301 and 302 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and will comply with Sections 303 and 304 of Title III, and HUD implementing instructions at 24 CFR Part 42; and

b. Inform affected persons of their rights and of the acquisition policies and procedures set forth in the regulations at 24 CFR Part 42.

14. It will:

a. Comply with Title II (Uniform Relocation Assistance) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and HUD implementing regulations at 24 CFR Part 42 and 24 CFR 570.606;

b. Provide relocation payments and offer relocation assistance as described in Section 205 of the Uniform Relocation Assistance Act to all persons displaced as a result of acquisition of real property for an activity assisted under the Community Development Block Grant Program. Such payments and assistance shall be provided in a fair and consistent and equitable manner that ensures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex or source of income; and

c. Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the range of choices available to such persons will not vary on account of their race, color, religion, national origin, sex, or source of income.

d. It will follow a residential antidisplacement and relocation assistance plan and it will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as required under Section 570.606(a) and HUD implementing regulations at 24 CFR Part 42; the requirements in Section 570.606(b) governing the residential antidisplacement and relocation assistance plan under Section 104(d) of the Housing and Community Development Act of 1974; the relocation requirements of Section 505.606(c) governing displacement subject to Section 104(k) of the Act; and the relocation requirements of Section 505.606(d) governing optional relocation assistance under Section 105(a)(11) of the Act.

15. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

16. It will comply with the provisions of the Hatch Act that limits the political activity of employees.

17. It will give the State and HUD, through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant.

18. It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify HUD of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

19. It will comply with the flood insurance purchase requirement of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat.975, approved December 31, 1973 Section 103(a) required, on and after March 2, 1974, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area, that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "federal financial assistance" includes any form of loan, grant guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal assistance.

20. It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C.470), Executive Order 11593, and the Preservation of Archeological and Historical Data Act of 1966 (16 U.S.C. 469a-1, et.seq.) by:

    a. Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse affects (see 36 CFR Part 800.8) by the proposed activity; and

    b. Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.

21. It will comply with all requirements imposed by the State concerning special requirements of law, program requirements, and other administrative requirements, approved in accordance with OMB Circular A-102, revised as it existed prior to its publication in revised form in the March 11, 1988 Federal Register, Vol. 53, No. 48.

22. It will minimize displacement of persons as a result of activities assisted with such LCDBG funds.

23. It will not attempt to recover any capital costs for public improvements financed in whole or in part with LCDBG funds, through assessments against properties owned and occupied by low and moderate income persons including any fees charged or assessed made as a condition of obtaining access to such public improvements.

Exception to the Requirement - The first sentence of Section 570.200(c)(2) of the regulations prohibits levying special assessments to recover any CDBG funds used to pay for public improvements, and remains applicable. There are, however, two exceptions or circumstances in which an assessment or fee may be made to recover the non-CDBG share of the capital costs:

a. Where funds received under the State's CDBG allocation are used to pay the proportion of a fee or assessment against properties owned and occupied by low and moderate income persons. (Such payments are eligible CDBG activities subject to the provisions of S570.200(c)(3) of the regulations); or

b. Where the grantee certifies that it lacks sufficient CDBG funds to comply with the requirements, for the payment of assessments against properties owned and occupied by persons of low and moderate income who are not very low income (i.e., not below 50 percent of median). In this case, the assessment may be made against such properties without paying for the assessment with CDBG funds.

24. It will adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in non-violent Civil Rights demonstrations in accordance with Section 519 of Public Law 101-1448 (the 1990 HUD Appropriations Act).

25. It certifies that no federally appropriated funds will be paid for any lobbying purposes regardless of the level of government.

Signing these assurances means that the municipality/parish agrees to implement its program in accord with these provisions. Failure to comply can result in serious audit and/or monitoring findings that require repayment of funds to the State or expending municipality/parish funds to correct deficiencies. A training session will be held to describe these requirements to all funded applicants. Municipality/parish staff attendance will be mandatory.

____
SIGNATURE OF CHIEF ELECTED OFFICIAL

____
TYPED/NAME AND TITLE OF CHIEF ELECTED OFFICIAL

____
DATE

DISCLOSURE REPORT

PART I - APPLICANT/GRANTEE INFORMATION

1. Applicant/grantee name and address: ______________________________

____

____

Phone # ____________________ Federal Employer ID # ____________________

2. This is an: Initial Report ____X____ Updated Report __________

3. Project Assisted/to be Assisted ______________________________

____

a. Fiscal year: __________

b. Competitive Grant: __X__

c. Amount requested/received: . . . . ____________________

d. Program income to be used with c. above: . . . . ____________________

e. Total of c. and d: . . . . ____________________

PART II - THRESHOLD DETERMINATIONS

1. Is the amount listed at 3.e. (above) more than $200,000? Yes ______ No ______

2. Have you received or applied for other HUD assistance (through programs listed in Appendix A of the Instructions) which when added to 3.e. (above) amounts to more than $200,000?

Yes ______ No ______

If the answer to <u>either</u> 1. or 2. of this Part is "yes", then you must complete the remainder of this report.

If the answer to <u>both</u> 1. or 2. of this Part is "no", then you are not required to complete the remainder of this report, but you must sign the following certification.

I hereby certify that this information is true.

______________________________ ____________________

(Chief Elected Official) (Date)

PART III - OTHER GOVERNMENT ASSISTANCE PROVIDED/APPLIED FOR

Provide the requested information for any other Federal, State and/or local governmental assistance, on hand or applied for, that will be used in conjunction with the LCDBG program. (See Appendix A of the Instructions for a listing of the HUD programs subject to disclosure.)

Name and Address of Agency Providing or to Provide Assistance	Name of Program	Type of Assistance (loan, grant, etc.)	Amount Requested or Provided

PART IV – INTERESTED PARTIES

Alphabetical Listing of All Persons With a Reportable Financial Interest in the Project	Social Security # or Employer Identification # (Optional)	Type of Participation in Project	Contract Execution Date	Financial Interest In Project $ and %

PART V - EXPECTED SOURCES AND USES OF FUNDS

This Part requires you to identify the sources and uses of all assistance, including LCDBG, that have been or may be used in the project.

Source	Use

PART VI – CERTIFICATION

I hereby certify that the information provided in this disclosure is true and correct and I am aware that making any materially false, fictitious, or fraudulent statement or representation may subject me to criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, I am aware that if I materially violate any required disclosure of information, including concealing a material fact, I am subject to being fined under this title or imprisoned not more than five years, or both.

____ ____________________

(Chief Elected Official) (Date)

INSTRUCTIONS FOR COMPLETION OF DISCLOSURE REPORT

All applicants for or recipients of LCDBG Funds must complete and submit Parts I and II of the Disclosure Report. At the completion of Part II of the report, some applicants/recipients will find that they must also complete Parts III, IV, V and VI of the Report.

Part I requires the applicant's name, address, phone and federal employer identification number; indicate as to whether this is an initial report or an updated report (all FY 2006 - FY 2007 applicants/recipients will check the initial report box when preparing this report for the first time); provide a brief description of the project and include contract number, if known; identify the fiscal year of the LCDBG funds requested (FY 2006 - FY 2007); the amount of FY 2006 - FY 2007 LCDBG funds being requested or received; the amount of any LCDBG program income that will be used with the FY 2006 - FY 2007 LCDBG funds; and, the total amount (FY 2006 - FY 2007 funds plus program income). The requirements for updated reports are discussed on the following page.

Part II asks two questions. If the answer to both questions is "no", then the chief elected official must sign the certification at the end of Part II, but is not required to complete the remainder of the Report. If the answer to either question is "yes", then the applicant must complete the remainder of the Report.

Part III requires information on any other Federal, State and/or local assistance that is to be used in conjunction with the FY 2006 - FY 2007 LCDBG program. "Other government assistance" is defined as including any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit or any other form of direct or indirect assistance from the Federal government, the State (other than the LCDBG assistance requested/received the application/grant award), or a unit of general local government, or any agency or instrumentality thereof, that is available, or is expected to be made available with respect to the LCDBG project or activities. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there is reasonable grounds to anticipate that the assistance will be forthcoming or if other funds were identified in the application. If the applicant has no other government assistance to disclose, then state "No other government assistance has been applied for or will be provided" on this form.

Part IV requires the identification of interested parties. Interested parties are persons and entities with a reportable financial interest in the project. Person and “entity” means an individual (including a consultant, lobbyist, or lawyer), corporation, company, association, authority, firm, partnership, society, state, unit of general local government, governmental entity or agency, Indian tribe, and any other organization or group of people. If an entity is being disclosed, the disclosure in Part IV must include an identification of each officer, director, principal stockholder or other official of the entity. All consultants, developers or contractors involved in the application for LCDBG assistance, or in the planning, development or implementation of the project, must be identified as an interested party. Also, any other person or entity that has a pecuniary interest in the project that exceeds $50,000 or ten percent of the LCDBG assistance, whichever is lower, must be listed as an interested party. Pecuniary interest means any financial involvement in the project, including (but not limited to) situations in which an individual or entity has an equity interest in the project, shares in any profit or resale or any distribution of surplus cash or other assets of the project or receives compensation for any goods or services provided in connection with the project. (The following are not considered interested parties: local LCDBG administrative staff, recipients of housing rehab assistance, and rehab contractors as long as the rehab agreement is between the property owner and the contractor.) The financial interest in the project must be identified both as a dollar amount and as a percentage of the total amount of the LCDBG funds.

It is realized that at the time of application, applicants may not be aware of all interested parties since contracts and agreements for goods and services are not generally awarded until after notice of grant award. Subsequent to grant award, as projects are being implemented, funds will be committed to interested parties which will necessitate the submission of an updated Disclosure Report. However, if other governmental assistance is identified under Part II of the Disclosure Report to be used in conjunction with the LCDBG funds and, if these other funds have been committed to interested parties, then those interested parties must be identified in Part IV of the initial report.

Entry of the social security number or federal employer identification number is optional.

Part V requires applicants/recipients to identify the sources and uses of all funds to be used in conjunction with the LCDBG funded project. The sources and uses must include all the other assistance identified in Part III as well as the LCDBG funds identified in Part I, items 3c. and 3d.

Part VI requires a signed certification by the Chief Elected Official.

Updated Reports

All applicants/grantees who have submitted initial disclosure reports are required to submit updated disclosure reports whenever any of the following instances occur:

1. The applicant/grantee discovers that information was omitted from its initial report or any updated reports.

2. Additional persons or entities can be identified as interested parties. These are persons or entities that did not have a pecuniary interest when the initial or last updated report was submitted.

3. There is a change in other government assistance that exceeds the amount of assistance that was previously disclosed.

4. There is a change in the pecuniary interest of any person or entity that exceeds the amount of all previously disclosed interests by the lesser of $50,000 or ten percent of such interest.

5. For all projects receiving a tax credit under federal, state, or local law, there has been a change in the expected sources or uses of funds that were previously disclosed.

6. There is a change in the expected source of funds from a single source that exceeds the lesser of the amount previously disclosed for that source of funds by $250,000 or ten percent of the funds previously disclosed for that source.

7. There is a change in the expected sources of funds from all sources previously disclosed that exceeds the lesser of $250,000 or ten percent of the amounts previously disclosed from all sources of funds.

8. There is a change in a single expected use of funds that exceeds the lesser of $250,000 or ten percent of the previously disclosed uses for all funds.

9. There is a change in the use of all funds that exceeds the lesser of $250,000 or ten percent of the previously disclosed uses for all funds.

Grantees must constantly monitor their project to ensure that an updated disclosure report is submitted within thirty days of any change that meets one of the nine criteria discussed above. Updated reports are required until the project is closed out.

APPENDIX A

This Appendix contains a list of all the HUD Programs that are subject to the disclosure requirements of the Housing and Urban Development Reform Act of 1989. All applicants for or recipients of FY 2006 - FY 2007 LCDBG assistance must review this list to determine if they are receiving, or expect to receive, assistance from other covered HUD programs besides the LCDBG Program. HUD funds that are received either directly from HUD or through the State must also be considered. The State administered LCDBG Program is listed as item 3(v).

It is the total amount of funds received from all of the below sources that the applicant/recipient uses to answer the second question of Part II of the Disclosure Report.

(1) Section 312 Rehabilitation Loans under 24 CFR part 510, except loans for single family properties.

(2) Applications for grant amounts for a specific project or activity under the Rental Rehabilitation Grant program under 24 CFR part 511 made to:

(i) A State grantee under Subpart F;

(ii) A unit of general local government or a consortium of units of general local government receiving funds from a State or directly from HUD (whether or not by formula) under Subparts D, F, and G; and

(iii) HUD, for technical assistance under S511.3.

(Excludes formula distributions to States, units of general local government, or consortia of units of general local government under Subparts D and G, within-year reallocations under Subpart D, and the HUD-administered Small Cities program under Subpart F.)

(3) Applications for grant amounts for a specific project or activity under Title I of the Housing and Community Development Act of 1974 made to:

(i) HUD, for a Special Purpose Grant under Section 105 of the Department of Housing and Urban Development Reform Act of 1989 for technical assistance, the Work Study program or Historically Black colleges,

(ii) HUD, for a loan guarantee under 24 CFR part 470, Subpart M;

(iii) HUD, for a grant to an Indian tribe under Title I of the Housing and Community Development Act of 1974; and

(iv) HUD, for a grant under the HUD-administered Small Cities program under CFR part 570, Subpart F; and

(v) A State or unit of general local government under 24 CFR part 570.

(4) Applications for grant amounts for a specific project or activity under the Emergency Shelter Grants program under 24 CFR part 576 made to a State or to a unit of general local government, including a Territory.

(Excludes formula distributions to States and units of general local government [including Territories]; reallocations to States, units of general local government [including Territories] and non-profit organizations; and applications to an entity other than HUD or a State or unit of general local government.)

(5) Transitional Housing under 24 CFR part 577.

(6) Permanent Housing for Handicapped Homeless Persons under 24 CFR part 578.

(7) Section 8 Housing Assistance Payments (only project-based housing under the Existing Housing and Moderate Rehabilitation programs under 24 CFR part 882, including the Moderate Rehabilitation Program for Single Room Occupancy Dwellings for the Homeless under Subpart H).

(8) Section 8 Housing Assistance Payments for Housing for the Elderly or Handicapped under 24 CFR part 885.

(9) Loans for Housing for the Elderly or Handicapped under Section 202 of the Housing Act of 1959 (including operating assistance for Housing for the Handicapped under Section 162 of the Housing and Community Development Act of 1987 and Seed Money Loans under Section 106(b) of the Housing and Urban Development Act of 1968).

(10) Section 8 Housing Assistance Payments - Special Allocations - under 24 CFR part 886.

(11) Flexible Subsidy under 24 CFR part 219 - both Operating Assistance under Subpart B and Capital Improvement Loans under Subpart C.

(12) Low-Rent Housing Opportunities under 24 CFR part 904.

(13) Indian Housing under 24 CFR part 905.

(14) Public Housing Development under 24 CFR part 941.

(15) Comprehensive Improvement Assistance under 24 CFR part 968.

(16) Resident Management under 24 CFR part 964, Subpart C.

(17) Neighborhood Development Demonstration under Section 123 of the Housing and Urban-Rural Recovery Act of 1983.

(18) Nehemiah Grants under 24 CFR part 280.

(19) Research and Technology Grants under Title V of the Housing and Urban Development Act of 1970.

(20) Congregate Services under the Congregate Housing Services Act of 1978.

(21) Counseling under Section 106 of the Housing and Urban Development Act of 1968.

(22) Fair Housing Initiatives under 24 CFR part 125.

(23) Public Housing Drug Elimination Grants under Section 5129 of the Anti-Drug Abuse Act of 1988.

(24) Fair Housing Assistance under 24 CFR part 111.

(25) Public Housing Early Childhood Development Grants under Section 222 of the Housing and Urban-Rural Recovery Act of 1983.

(26) Mortgage Insurance under 24 CFR Subtitle B, Chapter II (only multifamily and non-residential).

(27) Supplemental Assistance for Facilities to Assist the Homeless under 24 CFR part 579.

(28) Shelter Plus Care Assistance under Section 837 of the Cranston-Gonzalez National Affordable Housing Act.

(29) Planning and Implementation Grants for HOPE for Public and Indian Housing Homeownership under Title IV, Subtitle A, of the Cranston-Gonzalez National Affordable Housing Act.

(30) Planning and Implementation Grants for HOPE for Homeownership of Multifamily Units under Title IV, Subtitle B, of the Cranston-Gonzalez National Affordable Housing Act.

(31) HOPE for Elderly Independence Demonstration under Section 803 of the Cranston-Gonzalez National Affordable Housing Act.

PROJECT SEVERITY ASSESSMENT FOR PUBLIC FACILITIES PROJECTS

Applicant: ____

Name of President/Mayor:____

Mailing Address: ____

City, Zip Code: ____

Phone No.: ____

Engineer: ____

Phone No.: ______________ FAX No.: ______________ E-mail: _______________

Grant Consultant: ____

Phone No.: ______________ FAX No.: ______________ E-mail: _______________

Local Contact Person: ____

Title: ____

Phone No.: ______________ FAX No.: ______________ E-mail: _______________

List DHH Region ____________

INSTRUCTIONS

<u>Project Severity Assessment Package for Public Facilities Projects</u>

Points for project severity will be assigned based on an assessment of the severity of existing problems and conditions and on the extent that those problems and conditions have affected the health and welfare of the community. For sewer and water projects, the Office of Community Development will determine the project severity score with assistance from the Department of Health and Hospitals and the Department of Environmental Quality (sewer only). The assistance provided by the departments will be in the form of verifying that the conditions described in the Description of Problem portion of the Project Severity Assessment Package are factual and are accurately depicted. If existing conditions explained in the Project Severity Assessment Package are deemed to be untrue or exaggerated, a lowering of the initial severity score will result. If the existing conditions explained in the Project Severity Assessment Package cannot be verified by the agencies, you will be contacted to provide further information.

For water for fire protection projects, the Property Insurance Association of Louisiana (PIAL) will perform the assessment and determine the score for the project severity criteria. PIAL will review such factors as water well capacity, reliability of supply, amount of water stored, extent of hydrant coverage or spacing, and water pressure and volume for fire fighting in determining the project severity points for each applicant. Consideration will also be given to the effect of the proposed improvements on remedying the problem.

The Project Severity Assessment Package must be prepared and submitted **as a separately bound attachment**. Three (3) copies of the project severity assessment are to be submitted for each type of project. **Do NOT physically attach the Project Severity Assessment Package to your application by means of a staple or other method of binding. The attachment and copies should be easily distinguished from the application package.** The required information for the package is as follows.

1. Cover sheet – See page 179. **Do not use any other cover sheet.** Refer to page 182 for the DHH region.

2. Nature of Project – Provide a general description of the nature of the project proposed. For example: extend existing wastewater collection system; replace failing wastewater collection lines; construct a new water storage tank; etc. **Do <u>NOT</u> substitute a copy of the Project Description portion of the application for this section.**

3. Description of Problem – Provide a detailed description of the problems being experienced in the project area. Be as specific as possible and provide specific locations. **Do <u>NOT</u> substitute a copy of the Project Description portion of the application for this section.** Examples include raw sewage is flowing in roadside ditches along Oak Street, backup of sewerage in houses, water main breaks have occurred along Smith Avenue; etc.

4. Proposed Scope or Nature of Corrective Action(s) – Provide a detailed, itemized description of the work to be undertaken to correct the problems noted in the above paragraph. **Do <u>NOT</u> substitute a copy of the Project Description portion of the application for this section.** Each aspect of a problem previously described should be addressed. Examples include 8" PVC sewer main and new manholes to be installed along Oak Street as shown on the attached map; replace deteriorated 4" cast iron pipe with new 6" PVC pipe along Smith Avenue; etc.

5. Cost Estimate – Provide a copy of the engineer's cost estimate as included in the application package. The cost estimate shall contain the cost of construction, engineering fees, and related

costs. The construction portion of the estimate shall be a detailed listing of construction items (as a bid proposal), estimated quantity, unit of measure, unit price, and amount. A maximum of 10 percent is allowed for construction contingencies. Engineering fees and related costs shall be identified by type in a line item format. Typical items include basic services, resident project representative, surveying (topographic), surveying (property acquisition), construction staking, geotechnical investigation, and testing.

6. Project Map (existing conditions) – Provide a detailed map of the existing system that delineates such items as the location and size of sewer lines, manholes, location of treatment plants, etc.

7. Project Map (proposed improvements) – Provide a detailed map showing the location, sizes, etc. of the proposed improvements.

   NOTE: The Existing Conditions map and the Proposed Improvements map may be combined into one map if all the information shown can be depicted in such a way as to easily determine the difference between the existing and proposed.

8. For Water (potable and fire protection) projects only - Summary of Existing Facilities for Water Projects Form – Complete and submit the forms beginning on page 183.

9. For Street projects only – Street Summary Table Form. Complete and submit the form shown on page 187.

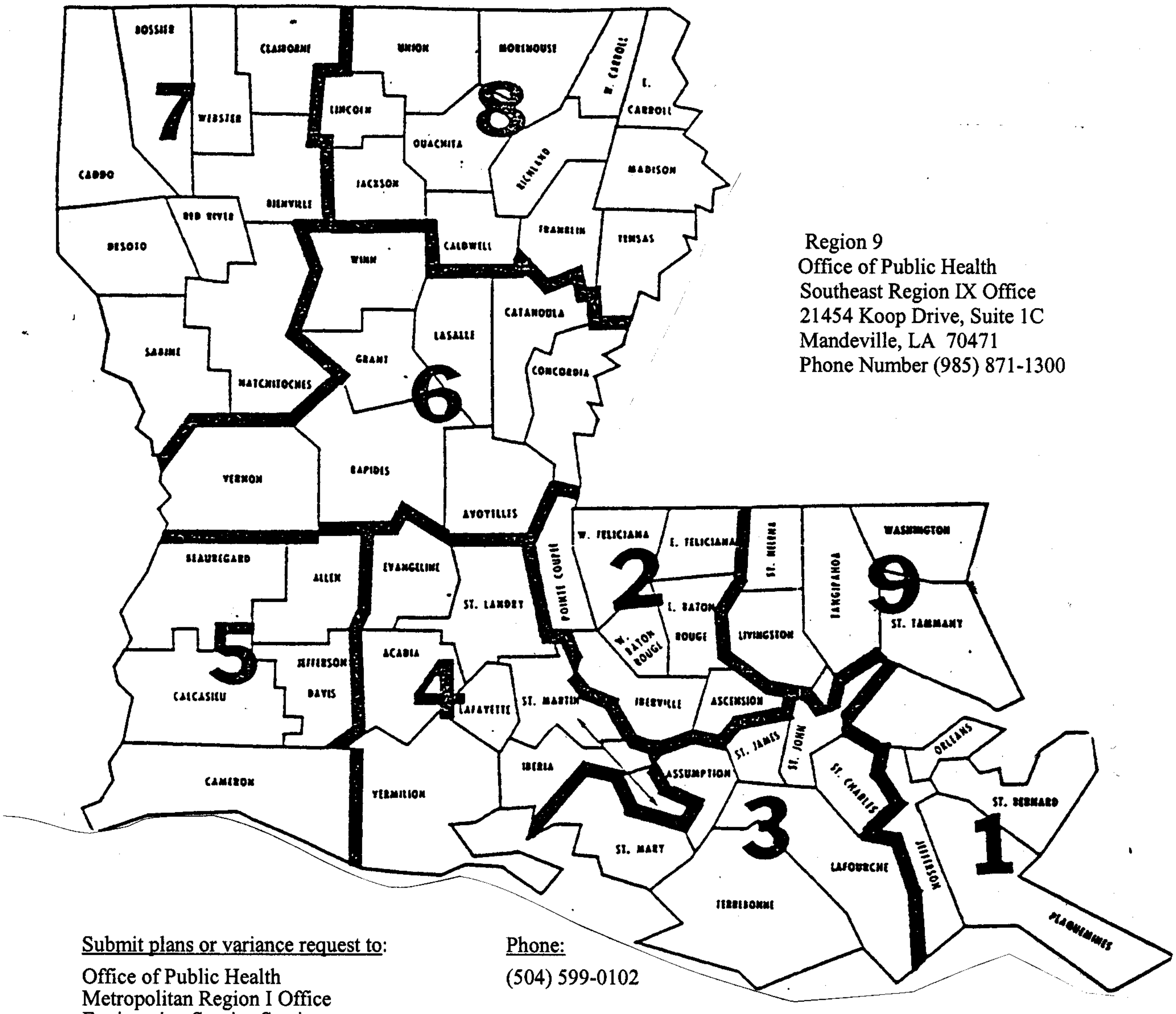
10. Other – Provide any other documentation that further supports the need of the proposed improvements. Examples include copy of current Administrative Orders/Compliance Orders issued by the Environmental Protection Agency or DEQ, records of citizen complaints, photographs, comments from DHH, etc.

Please be aware that providing specific details of the existing problems and the proposed project aids in the proper assessment of the project. A lower project severity score could result due to the submittal of incomplete or inaccurate information.

All LCDBG applicants who are (1) proposing a "new" sewerage treatment facility, (2) planning a treatment plant upgrade that will increase the design capacity, or (3) operating an existing facility without a permit or under an expired permit must prepare a "Notice of Application to the Division of Administration for a Community Development Block Grant Sewer Project" form. **Submit the form directly to DEQ.** The form and instructions are included beginning on page 189. **The forms must be received by DEQ no later than Friday, October 14, 2005. Forms received after October 14, 2005 will not be considered.** It is strongly recommended that the notice be submitted as early as possible. The earlier the notice is received by DEQ, the sooner you will receive your effluent limitations.

Please be aware that all applicants who are proposing to construct a "new" sewerage treatment facility or who have an existing facility operating without a permit or under an expired permit must also apply for a Louisiana Pollutant Discharge Elimination System (LPDES) permit through DEQ.

Additionally, applicants who have an existing facility and whose proposed project will cause a change in the facility's design capacity or discharge location must apply for a modification to their present permit.



Region 9
Office of Public Health
Southeast Region IX Office
21454 Koop Drive, Suite 1C
Mandeville, LA 70471
Phone Number (985) 871-1300

Region	Submit plans or variance request to:	Phone:
1 & 3	Office of Public Health Metropolitan Region I Office Engineering Service Section 1001 Howard Avenue, Suite 100A New Orleans, LA 70113	(504) 599-0102
2	Office of Public Health Capitol Region II Office Engineering Service Section 1772 Wooddale Blvd. Baton Rouge, LA 70806	(225) 925-7230
4	Office of Public Health Acadian Region IV Office Engineering Service Section 825 Kaliste Saloom Road, Suite 100 Lafayette, LA 70508	(337) 262-5311
5	Office of Public Health Southwest Region V Office 4240 Senator J. Bennett Johnston Lake Charles, LA 70615-5167	(337) 491-2040
6	Office of Public Health Central Region VI Office 1500 Lee Street Alexandria, LA 71306-1199	(318) 487-5262
7 & 8	Office of Public Health Northwest Region VII Office 1525 Fairfield Avenue, Room 566 Shreveport, LA 71101	(318) 676-7485

NOTE: This form should not be submitted as part of the Project Severity Assessment Package.

SUMMARY OF EXISTING FACILITIES
for Water Projects

Name of Applicant: ____

Name of Water System: ____

A. GENERAL

Existing system provides for _______ domestic use only; _______ domestic use and fire protection.

Is this system a wholesale supplier to any other system? _______ Yes; _______ No

B. SOURCE OF WATER

GROUNDWATER

Well No.	Pumping Capacity (Gallons Per Minute)	Age (Years)	Existing Condition (Good, Fair, Poor)

SURFACE WATER

Treatment Plant Capacity (MGD): ____

Condition of Treatment Plant (Good, Fair, Poor): ______________________________

WHOLESALE SUPPLIER

Name of supplier: ____

Quantity purchased (Gallons Per Day): ____

Describe any current source related problems: _______________________________________

____

____

C. WATER DEMANDS

Average Day Demand for system (Gallons Per Day): _________________________________

Maximum Day Demand for system (Gallons Per Day): _______________________________

Average Day Demand for Target Area (Gallons Per Day): ____________________________

Maximum Day Demand for Target Area (Gallons Per Day): ___________________________

D. STORAGE

Tank No.	Storage Capacity (Gallons)	Elevated or Ground	Age (Years)	Condition (Good, Fair, Poor)

Describe any current storage related problems: ____

____

____

E. BOOSTER PUMP STATIONS

Number	Pumping Capacity (Gallons Per Minute)	Age (Years)	Condition (Good, Fair, Poor)

Describe any current pumping related problems: ____

____

____

F. HYDROPNEUMATIC TANKS

Number	Capacity (Gallons)	Age (Years)	Condition (Good, Fair, Poor)

Describe any current hydropneumatic tank related problems: ______________________________

____

____

G. DISTRIBUTION

Sizes of pipe in distribution system: ____

Number of Residential Connections on system: ____

Number of Commercial Connections (converted
to residential connection equivalents) on system: ______________________________________

Number of Residential Connections in Target Area: ________________________________

Number of Commercial Connections (converted
to residential connection equivalents) in Target Area: ______________________________

Is system able to provide at least 15 psi at each connection? _Yes; ______No

Are all fire hydrants installed on 6" or larger lines? _______ Yes; _______ No; _______ N/A

Describe any current pressure/distribution related problems: _________________________

____

____

____

H. WATER QUALITY

Is the system currently under an administrative order? _______ Yes; _______ No

Is the system currently on the significant non-compliers list? _______ Yes; _______ No

Has the system had MCL violations during the past 3 years? _______ Yes; _______ No

Is adequate disinfection currently being provided? _______ Yes; _______ No

Describe any current water quality issues (high microorganism, inorganic chemical, and/or organic chemical contaminants, etc.):

____

____

____

____

____

____

____

STREET SUMMARY TABLE

Name of Street or Portion of Street	Proposed Work *	# of Occupied Houses	Existing Width (Average) (Ft.)	Existing Length (Ft.)	Existing Surface Area (Sq. Ft.)	Proposed Width (Ft.)	Proposed Length (Ft.)	Construction Cost

***** Identify the type of work proposed for each street: New construction, rehabilitation, or reconstruction.

August 9, 2005

TO: PROSPECTIVE APPLICANTS FOR A COMMUNITY DEVELOPMENT BLOCK GRANT

Attached is the "Notice of Application to the Division of Administration for a Community Development Block Grant for a Sewer Project" form to be filled out and **submitted directly to this Office before October 14, 2005** by the required applicants for the Community Development Block Grant Program. The required applicants are **ONLY** those applicants who are (1) proposing a "new" sewerage treatment facility, (2) planning an upgrade that will increase the design capacity, (3) operating an existing facility without a permit or under an expired permit. Notices mailed to this Office after October 14, 2005 **will not be considered**. Complete the Notice form in full and submit it to:

Department of Environmental Quality
Office of Environmental Services
Post Office Box 4313
Baton Rouge, Louisiana 70821-4313
Attention: Minor Industrial & Municipal Section

Your forms will not be considered complete unless you address every question and the appropriate person signs the signatory page. If an item does not apply, enter "N/A" (for Not Applicable) to indicate that you considered the question.

Please be aware that all applicants who are proposing a "new" sewerage treatment facility, or who have an existing facility operating without a permit, or under an expired permit must also apply for a Louisiana Pollutant Discharge Elimination System (LPDES) permit. Additionally, applicants who have an existing facility and whose proposed project will cause a change in the facility's design capacity or discharge location must apply for a modification to their present permit.

This permit requirement is in accordance with Subtitle II of Title 30 of the Louisiana Revised Statutes (La. R.S. 30:2075) which states, "No person shall conduct any activity which results in the discharge of any substance into waters of the State without the appropriate permit or license required under the regulations of the commission adopted pursuant to this Chapter" as implemented by the Louisiana Administrative Code, Title 33, part IX.2311 of the Water Quality Regulations which states, "The LPDES program requires permits for the discharge of pollutants from any point source into waters of the State."

An LPDES Permit Application may be obtained by contacting the Office of Environmental Services at telephone number (225) 219-3181 or by writing to Post Office Box 4313, Baton Rouge, Louisiana 70821-4313. The LPDES Permit Application may also be downloaded by accessing the following Internet address:

www.deq.louisiana.gov/permits/

Please be advised, for sanitary treatment plants, the plans and specifications must be approved by the Department of Health and Hospitals, Office of Public Health, 6867 Bluebonnet Road, Box 3, Baton Rouge, Louisiana 70810, telephone (225) 765-5038.

Please be further advised that according to La. R.S. 48:385 any discharge to a highway ditch, cross ditch, or right-of-way shall require approval from the Louisiana Department of Transportation and Development, Office of Highways, Post Office Box 94245, Baton Rouge, Louisiana 70804-9245, (225) 379-1927 and from the Department of Health and Hospitals, Office of Public Health, 6867 Bluebonnet Road, Box 3, Baton Rouge, Louisiana 70810, telephone (225) 765-5038.

If you have any further questions, please feel free to contact Mr. Kevin Boesch, Office of Environmental Services, Minor Industrials & Municipal Section, Post Office Box 4313, Baton Rouge, Louisiana 70821-4313 or (225) 219-3069.

Sincerely,

Karen K. Gautreaux

Deputy Secretary

KKG: kcb

Attachment

NOTICE OF APPLICATION
FOR A LOUISIANA COMMUNITY DEVELOPMENT
BLOCK GRANT SEWER PROJECT

STATE OF LOUISIANA
DEPARTMENT OF ENVIRONMENTAL QUALITY
Office of Environmental Services
Minor Industrials & Municipal Section
Post Office Box 4313
Baton Rouge, Louisiana 70821-4313

SECTION I – TITLE INFORMATION

A. Legal Name of Applicant: ______________________________

Facility Name: ______________________________

Parish: ______________________________

Mailing Address: ______________________________

____

____

Phone Number: ______________________________

Federal Tax I.D. Number: ______________________________
(Nine Digit Number)

Name of Contact Person: ______________________________

Title of Contact Person: ______________________________

Address: ______________________________

____

Phone Number: ______________________________

Please Place a Check in the appropriate blank: The applicant is the:

_____ (1) Owner of the facility

_____ (2) Operator of the facility

_____ (3) Owner and Operator of the facility

SECTION I – TITLE INFORMATION (continued)

B. The form was completed by the following responsible party (if different from above):

Name: ____

Title: ____

Address: ____

Phone: ____

SECTION II – FACILITY INFORMATION

A. Type of Facility (sewage district, residential subdivision, office building, etc.):

____

B. Please provide a specific street, road, highway, or interstate location of the facility for which the application is being submitted:

____

Parish: ____

Front Gate: Latitude: _____ deg. _____ min. _____ sec.

Longitude: _____ deg. _____ min. _____ sec.

C. List the Municipalities or Areas served: ____

____

Number of Residences (Houses/Homes): Existing _____ Planned _____

Anticipated date for planned residences to enter system: Month ____ Day ____ Year ____

Number of Mobile Homes: Existing _____ Planned _____

Anticipated date for planned mobile homes to enter system: Month ___ Day ___ Year ___

Number of Apartments:

Existing: 1 bedroom _____ 2 bedrooms _____ 3 bedrooms _____

Planned: 1 bedroom _____ 2 bedrooms _____ 3 bedrooms _____

Anticipated date for planned apartments to enter system: Month ___ Day ___ Year ___

Other: (List) ____

Indicate the total population this project will serve and/or benefit.

Existing _____ Planned _____ (Figures from the 2000 Census can be used)

Anticipated date for expanded population to enter system: Month ___ Day ___ Year ___

D. Indicate the estimated yearly amount (in dollars) of sewer user revenues for the following:

(1) Sewer User Fees ____

(2) Sales Taxes ____

(3) Property/Other Taxes ____

(4) Commercial and/or industrial user charges ____________________________________

Indicate an estimated annual operation and maintenance cost (in dollars)

____

____

____

SECTION III – TREATMENT INFORMATION

A. Provide the location of the treatment facility and discharge point(s) on the appropriate section of a U.S.G.S. Quadrangle Map or equivalent and attach it to this application. Include on the map, extending one mile beyond the property boundaries of the source, the facility and each of its intake and discharge structures; each of its hazardous waste treatment, storage, or disposal facilities; each well where fluids from the facility are injected underground; and those wells, springs, other surface water bodies, and drinking water wells listed in public records or otherwise known to the applicant in the map area. Provide the Geographic Coordinates of the discharge point(s). Please indicate each discharge point (i.e. Outfall 001, Outfall 002, etc) and give the Latitude and Longitude for each discharge point. (Use additional sheets if necessary.) For each individual outfall provide the outfall designation and description, include if discharge is continuous or intermittent.

Outfall No. __________ Designation and Description

________________________________ Continuous or intermittent?

Latitude: _____ deg. _____ min. _____ sec.

Longitude: _____ deg. _____ min. _____ sec.

Outfall No. __________ Designation and Description

________________________________ Continuous or intermittent?

Latitude: _____ deg. _____ min. _____ sec.

Longitude: _____ deg. _____ min. _____ sec.

B. Provide a description of how the treatment facility effluent does or would reach State waters:

By ____ (effluent pipe, ditch, etc.);

thence into ____ (Parish drainage ditch, canal, etc.);

thence into __________________________________ (named bayou, creek, stream, canal, etc.);

thence into ____ (river, lake, etc.).

If the discharge is offshore include discharge from shore and water depth.

SECTION III – TREATMENT INFORMATION (continued)

C. (1) Provide a description of the treatment facility including collection system, complete description of the treatment method, type of disinfection method, and handling of the effluent (use additional sheets, if necessary):

(2) Provide the type of flow measurement/recording used at the facility (i.e. Bucket and Stop Watch, V-notch weir, Totalizer, Totalizer Meter, Continuous Recorder, Combination Totalizing Meter/Continuous Recorder)

D. Provide an estimation (or measurement for an existing source) of average raw wastewater flow (GPD) and load (lbs. BOD_5/day). Show the method of calculation: (use additional sheets, if necessary)

Provide the "Treatment Design Capacity" for the facility (in Million Gallons Per Day)

Existing _________ Planned _________

Provide the "Estimated or Expected Treated Wastewater Flow" (in Million Gallons Per Day)

Existing _________ Planned _________

SECTION III – TREATMENT INFORMATION (cont.)

E. (1) Provide an estimation (or lab analysis for an existing discharge) of the following effluent characteristics (wherever applicable): Complete one table for each outfall.

Outfall Number: ___________

	EXISTING								**PROPOSED**							
Pollutant	**Influent**		**Effluent**						**Influent**		**Effluent**					
	Long Term Average Value		Maximum Weekly Average Value		Maximum Monthly Average Value		Long Term Average Value		Long Term Average Value		Maximum Weekly Average Value		Maximum Monthly Average Value		Long Term Average Value	
	Mass lbs/day	Concentration mg/l	Mass lbs/day	Concentration mg/l	Mass lbs/day	Concentration mg/l	Mass lbs/day	Concentration mg/l	Mass lbs/day	Concentration mg/l	Mass lbs/day	Concentration mg/l	Mass lbs/day	Concentration mg/l	Mass lbs/day	Concentration mg/l
BOD_5 or $CBOD_5$(Circle One)																
TSS																
NH_3-N																
Oil & Grease																
Fecal Coliform (mpn/100 ml)			Value		Value		Value				Value		Value		Value	
Flow (MGD)	Value		Value		Value		Value		Value		Value		Value		Value	
pH (standard units)			Lowest Monthly Value		Highest Monthly Value						Lowest Monthly Average Value		Highest Monthly Average Value			

(2) For facilities using Chlorine as a disinfectant:

Total Residual Chlorine: ___________ mg/l (instantaneous measurement)

(3) For facilities having a design capacity equal to or greater than 1.0 MGD: (average of effluent grab samples taken on at least four separate days)

Hardness: ___________ mg/l $CaCO_3$

Phosphorus: ___________ mg/l total Phosphorus

Sulfate: ___________ mg/l SO_4

Nitrogen: ___________ mg/l as Total Kjeldahl Nitrogen

SIGNATORY AND AUTHORIZATION

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

____

Signature

Print Name ____

Title ____

Date ____

Telephone Number ____

IMPORTANT!!

To prevent any unnecessary delay in the processing of your application, please take a moment and check to be certain that the following items have been addressed and enclosed:

1. ALL questions and requested information have been answered (N/A if the question or information was not applicable).

2. ALL required maps, drawings, lab analysis, and other reports are enclosed.

3. The appropriate person has signed the signatory page.

ANY NOTICE FORM THAT DOES NOT CONTAIN ALL OF THE REQUESTED INFORMATION WILL BE CONSIDERED INCOMPLETE. APPLICATION PROCESSING WILL NOT PROCEED UNTIL ALL REQUESTED INFORMATION HAS BEEN SUBMITTED.

NOTE: UPON RECEIPT AND SUBSEQUENT REVIEW OF THE NOTICE FORM BY THE OFFICE OF ENVIRONMENTAL SERVICES, YOU MAY BE REQUESTED TO FURNISH ADDITIONAL INFORMATION IN ORDER TO COMPLETE THE PROCESSING OF YOUR REQUEST.

INFORMATION FOR

FIRE PROTECTION PROJECTS

GOES HERE